



**BEAUMONT CHERRY VALLEY
RECREATION & PARK DISTRICT (BCVRPD)
BOARD OF DIRECTORS MEETING AGENDA**

Wednesday, June 12th, 2024

Closed Session: 4:00p.m.

Regular Meeting: 4:30p.m.

Chairman
Chris Diercks

Vice-Chair/Secretary
Denise Ward

Treasurer
John Flores

Directors
Dan Hughes
Richard Lawhead

General Manager
Mickey Valdivia

General Counsel
Albert Maldonado
BB&K

This meeting is being held in person.
Remote access is available for the convenience of the public.
To join via Zoom, click here: [BCVRPD Board Meeting](#)
To join the meeting by telephone, call: 1(669)900-6833.
Meeting ID: 323 943 4355.

CLOSED SESSION:

1. CALL TO ORDER:

Chairman Diercks, Vice-Chair/Secretary Ward, Treasurer Flores, Director Hughes, Director Lawhead

- 1.1. Public comments regarding Closed Session
 - A. Public Employee Performance Evaluation
(Gov. Code Sec. 54957(b)(1)
General Manager Evaluation
 - B. Conference with Legal Counsel – Anticipated Litigation
 - B.1. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) – 1 Case.
 - B.2. Attached is a letter received from Shenkman & Hughes, PC alleging violations of the California Voting Rights Act because of at-large District elections.
- 1.2. Adjournment to Closed Session

REGULAR SESSION:

2. CALL TO ORDER:

Chairman Diercks, Vice-Chair/Secretary Ward, Treasurer Flores, Director Hughes, Director Lawhead

- 2.1. Report out from Closed Session
- 2.2. Action on any Closed Session Items
- 2.3. Invocation: Director Dan Hughes
- 2.4. Pledge of Allegiance: Treasurer John Flores
- 2.5. Adjustments to the Agenda:

3. PRESENTATIONS:

- 3.1. Thank you to Bogh Engineering – Coy Walls, Justyn Walls, Roman Fuerte, Russ Bogh
- 3.2. Beaumont Youth Baseball All Stars and MVPs
- 3.3. BCVRPD CAPRI District Safety Award, 2024 – in Recognition of Outstanding Performance

- 4. PUBLIC COMMENT:** Anyone wishing to address the Board on any matter not on the agenda may do so now. If you are unable to participate by telephone or via Zoom, you may submit comments and/or questions in writing for the Board's consideration by sending them to deidre@bcvparks.com. Submit your written

inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record.

- 5. CONSENT CALENDAR:** Items are considered routine, non-controversial and generally approved in a single motion. A board member may request to have an item removed from the consent calendar for discussion or to be deferred. (Includes Minutes, Financials, Resolutions, and Policy & Procedure matters).
 - 5.1. Minutes of May 8, 2024
 - 5.2. Bank Balances for May 2024
 - 5.3. Warrants for May 2024
 - 5.4. Payment of the Legal Invoice for April 2024
 - 5.5. FY 2024/25 Final Budget
 - 5.6. Approval of Procurement Policy – Second Reading
 - 5.7. Approval to Change August 14th Board Meeting Time
 - 5.8. Approval of FTE Position Additions and Updates
- 6. GENERAL COUNSEL REPORT:**
 - 6.1. General Counsel, Albert Maldonado
- 7. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS:**
 - 7.1. Approval of Strategic Planning Meeting Date
 - 7.2. Approval of Workplace Violence Policy – First Reading
 - 7.3. Approval of Agreement for Services between the City of Calimesa and BCVRPD for Recreation and Maintenance Services at Summerwind Park
 - 7.4. Approval to Purchase Forklift from Precision Material Handling for \$37,604.75
 - 7.5. Approval of Cost-of-Living Adjustment (COLA) & Merit Pay Increases for FY 2024-2025
 - 7.6. Approval to Create and Award an RFP for Landscape Maintenance Contract
- 8. DEPARTMENT HIGHLIGHTS:**
 - 8.1. Nancy Law, Executive Assistant
- 9. GENERAL MANAGER REPORT:**
 - 9.1. General Manager, Mickey Valdivia
 - Cherry Festival Recap
 - American Flag Incident
- 10. CALENDAR OF EVENTS**
 - 10.1. Next BCVRPD Board Meeting: NCCC – August 14th, 2024, 5:00p.m.
 - 10.2. Next BCVRPIC Board Meeting: NCCC – August 14th, 2024, 1:00p.m.
 - 10.3. Committee Meetings
 - Collaborative Agency Meeting – first Wednesday bi-monthly, 5:00p.m. Beaumont Unified School District, next meeting August 7th, Beaumont Civic Center.
 - Finance Committee – Monday before Board Meeting monthly 9:00a.m. NCCC.
 - Personnel Committee – first Tuesday monthly 12:00p.m.
 - Facility/Bogart Ad Hoc Committee– second Tuesday monthly 10:30a.m.
 - Foundation Golf Tournament Ad-Hoc Committee – third Thursday 4:00p.m.
 - Government Liaison Committee – third Tuesday monthly 10:30a.m.

- BYB/SB Meeting – first and third Tuesdays monthly 7:00p.m.
- 10.4. Upcoming Holidays
- Wednesday, June 19th, 2024 – **Juneteenth**
 - Thursday, July 4th, 2024 – **Independence Day**
 - Monday, September 2nd, 2024 – **Labor Day**
- 10.5. BCVRPD Events
- Friday, June 21st, 2024 – **Movie Night (Elemental)** at Noble Creek Regional Park, 6:00p.m.
 - Friday, July 19th, 2024 – **Movie Night (Wonka)** at Noble Creek Regional Park, 6:00p.m.
- 10.6. Community Events
- Friday, August 2nd – **National Night Out** at Noble Creek Regional Park, 5:00p.m.

11. DIRECTORS MATTERS/COMMITTEE REPORTS:

12. TOPICS FOR FUTURE AGENDAS:

13. ADJOURNMENT:

Pending Agenda Items:

| <i>Request</i> | <i>Requester</i> | <i>Date of Request</i> | <i>Status</i> |
|---|------------------|------------------------|--|
| Policy for Memorial Wall Nominations | Board | 3/13/2024 | Policy expected to be presented to Board summer 2024. |
| Etiquette Signs for Noble Creek Ball Fields | Aldrich | 08/2023 | Approved 4/10/24, Sarah Salzman is accepting quotes |
| Installation of ProCam Keyless Entry System | | | Outside doors are active, inside doors to be completed soon. |
| Luncheon with Valley-Wide Board Members | Hughes | 04/2024 | In progress |

Any person with a disability who requires accommodation to participate in the meeting should telephone Deidre Chatigny at 951-845-9555, at least 48 hours prior to the meeting to make a request for a disability-related modification or accommodation.

DECLARATION OF POSTING: I declare under penalty of perjury, that I am employed by Beaumont-Cherry Valley Recreation and Park District, and the foregoing agenda was posted at the District office and District website June 7th, 2024.

Deidre Chatigny

Deidre Chatigny, Clerk of the Board

SHENKMAN & HUGHES, PC

Attorneys

Malibu, California

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Malibu, California 90265
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kishenkman@shenkmanhughes.com

VIA CERTIFIED MAIL

May 2, 2024

Deidre Chatigny – Board Clerk
Mickey Valdivia – General Manager
Albert Maldonado – General Counsel
Beaumont – Cherry Valley Recreation & Park District
390 W. Oak Valley Parkway
Beaumont, CA 92223

Re: Violation of California Voting Rights Act

I write on behalf of our client, Southwest Voter Registration Education Project and its members residing within the Beaumont – Cherry Valley Recreation & Park District (“BCVRPD” or “District”). BCVRPD relies upon an at-large election system for electing candidates to its governing board. Moreover, voting within the BCVRPD is racially polarized, resulting in minority vote dilution, and, therefore, the District’s at-large elections violate the California Voting Rights Act of 2001 (“CVRA”).

The CVRA disfavors the use of so-called “at-large” voting – an election method that permits voters of an entire jurisdiction to elect candidates to each open seat. *See generally Sanchez v. City of Modesto* (2006) 145 Cal.App.4th 660, 667 (“*Sanchez*”). For example, if the U.S. Congress were elected through a nationwide at-large election, rather than through typical single-member districts, each voter could cast up to 435 votes and vote for any candidate in the country, not just the candidates in the voter’s district, and the 435 candidates receiving the most nationwide votes would be elected. At-large elections thus allow a bare majority of voters to control *every* seat, not just the seats in a particular district or a proportional majority of seats.

Voting rights advocates have targeted “at-large” election schemes for decades, because they often result in “vote dilution,” or the impairment of minority groups’ ability to elect their preferred candidates or influence the outcome of elections, which occurs when the electorate votes in a racially polarized manner. *See Thornburg v. Gingles*, 478 U.S. 30, 46 (1986) (“*Gingles*”). The U.S. Supreme Court “has long recognized that multi-member districts and at-large voting schemes may operate to minimize or cancel out the voting strength” of minorities. *Id.* at 47; *see also id.* at 48, fn. 14 (at-large elections may also cause elected officials to “ignore [minority] interests without fear of political consequences”), citing

Rogers v. Lodge, 458 U.S. 613, 623 (1982); *White v. Register*, 412 U.S. 755, 769 (1973). “[T]he majority, by virtue of its numerical superiority, will regularly defeat the choices of minority voters.” *Gingles*, at 47. When racially polarized voting occurs, dividing the political unit into single-member districts, or some other appropriate remedy, may facilitate a minority group's ability to elect its preferred representatives. *Rogers*, at 616.

Section 2 of the federal Voting Rights Act (“FVRA”), 42 U.S.C. § 1973, which Congress enacted in 1965 and amended in 1982, targets, among other things, at-large election schemes. *Gingles* at 37; see also Boyd & Markman, *The 1982 Amendments to the Voting Rights Act: A Legislative History* (1983) 40 Wash. & Lee L. Rev. 1347, 1402. Although enforcement of the FVRA was successful in many states, California was an exception. By enacting the CVRA, “[t]he Legislature intended to expand protections against vote dilution over those provided by the federal Voting Rights Act of 1965.” *Jauregui v. City of Palmdale* (2014) 226 Cal. App. 4th 781, 808. Thus, while the CVRA is similar to the FVRA in several respects, it is also different in several key respects, as the Legislature sought to remedy what it considered “restrictive interpretations given to the federal act.” Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001-2002 Reg. Sess.) as amended Apr. 9, 2002, p. 2.

The California Legislature dispensed with the requirement in *Gingles* that a minority group demonstrate that it is sufficiently large and geographically compact to constitute a “majority-minority district.” *Sanchez*, at 669. In *Pico Neighborhood Association v. City of Santa Monica* (August 24, 2023) 15 Cal.5th 292, the California Supreme Court recently confirmed this commonsense reading of the CVRA. Also see Assem. Com. on Judiciary, Analysis of Sen. Bill No. 976 (2001–2002 Reg. Sess.) as amended Apr. 9, 2002, p. 3 (“Thus, this bill puts the voting rights horse (the discrimination issue) back where it sensibly belongs in front of the cart (what type of remedy is appropriate once racially polarized voting has been shown).”)

To establish a violation of the CVRA, a plaintiff must generally show that “racially polarized voting occurs in elections for members of the governing body of the political subdivision or in elections incorporating other electoral choices by the voters of the political subdivision.” Elec. Code § 14028(a). The CVRA specifies the elections that are most probative: “elections in which at least one candidate is a member of a protected class or elections involving ballot measures, or other electoral choices that affect the rights and privileges of members of a protected class.” Elec. Code § 14028(a). The CVRA also makes clear that “[e]lections conducted prior to the filing of an action ... are more probative to establish the existence of racially polarized voting than elections conducted after the filing of the action.” *Id.*

Factors other than “racially polarized voting” that are required to make out a claim under the FVRA – under the “totality of the circumstances” test – “are probative, but not necessary

factors to establish a violation of” the CVRA. Elec. Code § 14028(e). These “other factors” include “the history of discrimination, the use of electoral devices or other voting practices or procedures that may enhance the dilutive effects of at-large elections, denial of access to those processes determining which groups of candidates will receive financial or other support in a given election, the extent to which members of a protected class bear the effects of past discrimination in areas such as education, employment, and health, which hinder their ability to participate effectively in the political process, and the use of overt or subtle racial appeals in political campaigns.” *Id.*

BCVRPD’s at-large system dilutes the ability of Latinos (a “protected class”) – to elect candidates of their choice or otherwise influence the outcome of the District’s board elections.

According to the U.S. Census, BCVRPD has a population of 60,782, with Latinos comprising approximately 40.2% of the District’s population. However, Latino representation on BCVRPD’s governing board has been sparse at best.

The District’s election history is illustrative. In the most recent election (2022), for example, Armando de la Cruz received significant support from BCVRPD’s Latino voters; yet he lost in the District’s at-large election. Elections within BCVRPD evidence vote dilution which is directly attributable to the District’s unlawful at-large election system.

As you may be aware, in 2012, we sued the City of Palmdale for violating the CVRA. After an eight-day trial, we prevailed. After spending millions of dollars, a district-based remedy was ultimately imposed upon the Palmdale City Council, with districts that combine all incumbents into one of the four districts.

Given the historical lack of representation of Latino voters on the governing board of BCVRPD in the context of racially polarized elections, we urge the District to voluntarily change its at-large system of electing governing board members. Otherwise, on behalf of residents within the jurisdiction, we will be forced to seek judicial relief. Please advise us no later than June 22, 2024 as to whether you would like to discuss a voluntary change to your current at-large system.

We look forward to your response.

Very truly yours,



Kevin I. Shenkman



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT (BCVRPD) REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, May 8, 2024, 5:00p.m.

**This meeting is being held in person.
Remote access is available for the convenience of the public.**

Director Hughes joined via Zoom from the location of Residence Inn San Diego La Jolla, 8901 Gilman Dr., La Jolla, CA 92037.

Regular session began at 5:02 p.m.

1. ROLL CALL:

Director Lawhead: Present

Director Hughes: Present

Treasurer Flores: Present

Vice-Chair/Secretary Ward: Present

Chairman Diercks: Present

General Manager, Mickey Valdivia and Legal Counsel Albert Maldonado were also Present

2. INVOCATION: Pastor David from Our Savior's Lutheran Church performed the invocation.

3. PLEDGE OF ALLEGIANCE: Director Lawhead led the Pledge of Allegiance.

4. CLOSED SESSION: No Closed Session.

REGULAR SESSION:

5. ADJUSTMENTS TO AGENDA: No Adjustments to the Agenda.

6. PRESENTATIONS: No Presentations.

7. PUBLIC COMMENT:

Chairman Diercks opened public comment at 5:05

Public comment ended at 5:05

8. CONSENT CALENDAR:

8.1. Minutes of April 10, 2024

8.2. Bank Balances for April 2024

8.3. Warrants for April 2024

8.4. Payment of the Legal Invoice for March 2024

8.5. Approval to Award ADA Striping Project to Advantage Unlimited Paving Inc. for \$8,996.00

Richard Lawhead confirmed that the Finance Committee met and approved items 8.2, 8.3, and 8.4.

Motion was made to accept items 8.1, 8.2, 8.3, 8.4, and 8.5

Initial Motion: Director Lawhead

Second: Vice-Chair/Secretary Ward

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Aye
Vice-Chair/Secretary Ward: Aye
Chairman Diercks: Aye
Result of Motion: Motion Carries 5-0

9. GENERAL COUNSEL REPORT:

9.1. General Counsel, Albert Maldonado has nothing to report.

10. ACTION ITEMS/BIDS & PUBLIC HEARING/REQUESTS (Includes Committee Reports):

10.1. Personnel Policy Manual Update

This was on the agenda in April and the Board removed it so counsel could make some necessary adjustments and bring it back. Mr. Valdivia, General Manager, gave background information about how the update has gone through the Personnel Policy Manual Committee with Chairman Diercks and Director Lawhead. There were specific sections that needed to be addressed by the attorney and this version represents the changes suggested by Best Best and Krieger. Mr. Maldonado clarified that the changes were mostly related to cannabis use and making sure the policy was in compliance with the law.

PUBLIC COMMENT OPENED AT 5:09

PUBLIC COMMENT CLOSED AT 5:09

Motion was made to accept item 10.1

Initial Motion: Vice-Chair/Secretary Ward

Second: Director Lawhead

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Aye

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Result of Motion: Motion Carries 5-0

10.2. Second Reading of FY 2024/25 Budget

Mickey Valdivia explained that we are moving from a 2-year budget cycle to 1-year. The proposed budget is balanced with expenditures and revenue of \$3,685,400. The most significant changes from the first reading to the second include: Line Item 79 Elections, over the last couple of years we did not have a line item for Elections and we have an election balance. He said he believed that the last election cost \$128,000 so we will need to make a big commitment next year at the midyear budget, if some of our revenues are a bit higher we will probably put more money in there. The second item, Line Number 228 is called Rebranding. He has had several members suggest that we should consider changing our name as we think about regionalization, similar to what Valley-Wide did years ago. We have to have the funding to go through the exercises with legal counsel or a public relations firm. We thought we should start with this budget cycle and put some money away so on the budget you will see \$20,000 for that. If the budget is passed, we can begin the process and put the formation of an ad hoc committee on the agenda for next month. Finally, we removed \$35,500 from the Health Insurance Line Item because if we approve the changes that allow us to pay for family medical, dental and vision, they cannot enroll until Open Enrollment and it won't be effective until January 1, 2025. The \$35,500 has been reallocated to the first two Line Items. We went through this with the Finance Committee and Nancy and Alyssa have worked really hard on getting the document balanced and prepared. He asked for comments.

Vice-Chair/Secretary Ward asked if we would get more information on rebranding and she wanted to know what it would include moving forward. She wanted to know if we will bring something back to the next meeting. What does that look like and what are the estimated costs for all the other stuff? Mickey responded that we will bring it back at a later date. Her second question is what is the Facilitator Line Item? Mickey told her that that was Henry Garcia, the facilitator who performed the Strategic Planning workshop in November.

PUBLIC COMMENT OPENED AT 5:16

PUBLIC COMMENT CLOSED AT 5:16

Motion was made to accept item 10.2

Initial Motion: Director Lawhead

Second: Treasurer Flores

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Aye

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Result of Motion: Motion Carries 5-0

10.3. Approval of Reimbursement Agreement between BCVRPD and the City of Beaumont for \$100,000

Mickey Valdivia announced the Beaumont City Council approved the \$100,000 reimbursement agreement with the District on May 7th and the next item is a companion item to show how we'll spend the money. Our attorney Albert and their attorney John Pinkney went back and forth and didn't do much bartering. Albert highlighted the contents of the agreement and said that it would allow for a reimbursement from the City of Beaumont to BCVRPD up to \$100,000 in preparation for the Cherry Festival. Preparations include construction of an ADA walkway and 7 additional accessible parking spaces, adding new fire lanes and pedestrian ingress and egress gates. In addition to that, it will cover consultant fees for those that the District needs to hire to make the facility compliant with building code requirements. Mickey clarified that the District plans to spend the full \$100,000 and we will get permits for the construction. Aaron has been working on getting the scope together so that we can pull the permits. Mickey said that he has had some pre-construction meetings and continued to describe the proposed upgrades, including the ADA walkway and ramp by the RC racetrack, a wider gate that is 6 feet instead of 4 feet wide, and the addition of two ADA stalls by the playground. The map shown was a proposed map for the Cherry Festival event and it includes the carnival grounds, vendors, emergency ingress and egress, VIP parking, and the stage. He thanked Chairman Diercks for providing his building and safety expertise and ADA compliance knowledge to help us come up with the proposed improvements. Staff sat down on at least 5 or 6 different phone calls to come to an agreement with the fire marshal on the locations and everything necessary to put on the event and ultimately to support the expenditure of \$100,000. He requested permission to have the ability to do an informal bidding process and design build so we can meet the timeline. We will get three bids in for the concrete piece, the fencing piece and other miscellaneous elements. We will have the improvements finished before the Cherry Festival; it is ambitious but the team has been working very hard. He described the formula used to figure out the occupancy loads and egress requirements for the event spaces.

PUBLIC COMMENT OPENED AT 5:25

PUBLIC COMMENT CLOSED AT 5:25

Motion was made to accept item 10.3

Initial Motion: Director Hughes

Second: Vice-Chair/Secretary Ward

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Aye

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Result of Motion: Motion Carries 5-0

10.4. Approval of HCN Bank Line of Credit

General Manager Mickey Valdivia explained the staff report which he said is a companion item to 10.3, the reimbursement agreement from the City. He said the finance committee has discussed a line of credit in the past and that in order to open the line of credit as a tool to get the money and start the projects, we would have to put 2 acres of land at Danny Thomas

Ranch up as collateral (essentially the house). This is a viable tool when funds have been promised. The line of credit is \$200,000 with an interest rate of 8.5% for 12 months. The line of credit will only be used for items brought before the Board, there is no administrative cost for staff, no payroll, etc. Director Lawhead said this is also an opportunity to build credit and gives the District a cushion for these projects.

PUBLIC COMMENT OPENED AT 5:28

PUBLIC COMMENT CLOSED AT 5:29

Motion was made to accept item

Initial Motion: Director Lawhead

Second: Vice-Chair/Secretary Ward

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Aye

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Result of Motion: Motion Carries 5-0

10.5. Approval of Procurement Policy – First Reading

Mickey Valdivia confirmed that the finance committee has been exposed to the procurement policy and that they want to proceed on the review tonight. It will be taken back to the finance committee in June and back to the Board in June for a final reading. He asked the Board if there were any parts of the policy that need to be addressed, he said they mimicked what the San Geronio Pass Water Agency has done as they also use BB&K. It reflects what is within the parameters of the law and the chart on page 3 will be the easiest thing to look at to see the flow. There is a matrix to follow with a dollar threshold for several categories, such as materials, supplies, and equipment, maintenance and construction work, general, other services, etc. He provided an example where anything up to \$50,000 requires 3 bids and the General Manager has the authority to award those and then bring it to the Board retroactively. This is a tool for the GM as he interfaces with contractors, and it is protection for the board members as well, so that there will be a clear standard to indicate where our parameters are. We did have a policy before this, this simplifies it and brings it up to date.

There is no action required for item 10.5 tonight, it will be brought back to the next meeting on the Consent Calendar.

10.6. Approval of Location and Name Change of Bogart Boots, Brews, and BBQ Event
Ryann Flores, Activities Coordinator presented the staff report and stated that BCVRPD planned to host the Bogart Boots, Brews and BBQ event at Bogart Park in August but the entire park is rented out so we are asking to move the location to Noble Creek Regional Park on the same dates. She was asked when the event is and responded with August 30th and 31st. Mr. Valdivia said that the event was so popular last year and Bogart doesn't have the infrastructure at this time. He said that we feel more equipped to put it on at Noble Creek potentially for the next three years or so.

PUBLIC COMMENT OPENED AT 5:35

PUBLIC COMMENT CLOSED AT 5:36

Motion was made to accept item 10.6

Initial Motion: Director Lawhead

Second: Treasurer Flores

Director Lawhead: Aye

Director Hughes: Aye

Treasurer Flores: Aye

Vice-Chair/Secretary Ward: Aye

Chairman Diercks: Aye

Result of Motion: Motion Carries 5-0

Director Hughes excused himself from the meeting at 5:37.

11. DEPARTMENT HIGHLIGHTS:

11.1. Ryann Flores, Activities Coordinator

Ryann Flores thanked the public for donating a total of 16 trees for Arbor Day. Supervisor Gutierrez's office donated one as well and the Cherry Festival Association donated four. She thanked staff for helping as she was unable to attend the event.

The Memorial Wall Dedication will be held on Saturday, May 18th at the Noble Creek Regional Park at 2:00 or 2:30. She showed a PowerPoint presentation that highlighted the dog competition at Fiesta de Mayo, the salsa and taco competitions, and the loteria. She thanked the taco judges, Nancy Law, Jessica Voight from the City of Beaumont, Mickey Valdivia, Christian Linnemann, and Nick Hughes. There was also a photo of the three children who won scooters through the raffle and the cornhole tournament winner and 50/50 raffle winners. She mentioned that the next events were the Memorial Wall Dedication and the Movies in the Park. Elemental will be shown on June 21st and Wonka will be shown on July 19th.

11.2 Nancy Law, Executive Assistant

Nancy Law was attending remotely so Mickey Valdivia delivered her department report. He highlighted Line Item 14 highlighted in brown and said that that fund has been increasing. Nancy deposited over \$100,000 in that and that is our total reserve account. We need to have \$400,000 in there. There is about a 4–5-month span where we are intending to direct about \$50,000 into this fund and we are in the middle of that. His guess is that maybe in early 2026 we will hit the mark where we have \$400,000 in there. The long-term goal is to get at least a million dollars in there to have a nice, healthy reserve. Also, in the online account there is \$8,916. We received a reimbursement for some money from the general fund that we had expended toward Line Item 18, which is the Housing and Workforce Solution CDBG grant for the Bogart Regional Park ADA Parking Lot. The finance committee collectively decided that we send that money to the Payroll account, with the goal to have at least one, almost two months of payroll stored away so that as we deal with the ebbs and flows of property tax dollars and their distribution we can still pay our bills with no issues.

12. GENERAL MANAGER REPORT:

12.1. General Manager, Mickey Valdivia

- Strategic Planning Workshop – Bogart Regional Park, Saturday, June 8th, 10:00a.m. – 3:00p.m.
- Cherry Festival Update – Mickey thanked Deidre Chatigny for her skills on the new software used for the outdoor event planning. He said it was very well received by the Cherry Festival Association and the City of Beaumont. We have planned the parking lot improvements at the northern part of the property where we will anchor 3 railroad ties and add signage to indicate row numbers. We will also put reflectors on those. It is a temporary solution that we will use until we decide exactly what we are going to do with Field 8. We have been working diligently and using a lot of staff time planning and executing the ideas in preparation for the event. In the future it should not require as much time to calculate ingress/egress, ADA sidewalks, gates, and other things that will be permanent improvements for the park. The paseo next to Field 1 has new sod that is essentially located at the entrance for Oktoberfest and several trees were planted there for Arbor Day. If people ask about adding sod while in a drought, they should be made aware that the District plans to remove the same amount from an area in the meadow near the dog park, potentially for new pickleball courts. The Cherry Festival is a lot of work but it is going to be worth it. He gave kudos to the City of Beaumont for expediting the permits for us. It has been challenging at times but nothing we can't overcome, and it has been a good learning experience for the GM and his team.

We are up to about \$140,000 in funds and we should thank the Supervisor for his contributions. He also gave money to the SGPWA so please tell him thank you the next time you see him.

- o \$100,000 Grant from the City of Beaumont
- o \$25,000 Grant from the County of Riverside
- o \$15,000 Grant from the County of Riverside

Mickey complimented Ryann and the staff on the Fiesta de Mayo event, he told her she's a natural on the microphone. He mentioned that we haven't had our full debrief yet but we will spend time looking at all the elements and everyone did an excellent job.

He will be attending the Urban Water Institute Conference in San Diego from August 21-23 and he will likely be on vacation June 20th through June 25th.

He updated the Board on the Women's Club (not on the agenda) and said that we have been going back and forth with Albert but they have not signed a facility use agreement. There are options on the table but Albert has tried to contact their attorney with no success. It basically comes down to one specific item, the cost for them to list the District as additional insured but we're very close and we have some creative ideas to try to get this over the line. It's a small group these days, they have maybe four members, and we want to honor our contract but we are sticking to what we do with all of our facility users with the insurance and those are set by the cooperative.

- Beaumont Youth Baseball Snack Bar Update
- Results of Special District Selection Committee Election – Director Lawhead came very close but the staff dropped the ball on getting his name out, he came in second place and we learned a good lesson. He apologized for the elements that we did not understand and next time we will do more lobbying with other special districts, we will be better prepared in the future.
- General Manager Evaluation – Mickey reminded the Board that his annual evaluation is coming up in June and he is required to give the Board notice. He will speak with Albert about the nuances and discuss how the Board wants to handle it. He recommended that they do it all that night and get the written comments that way.

13. CALENDAR OF EVENTS

13.1. Next BCVRPD Board Meeting: NCCC – June 12th, 2024, 5:00p.m.

13.2. Next BCVRPIC Board Meeting: NCCC – August 14th, 2024, 5:00p.m.

13.2. Committee Meetings

- Collaborative Agency Meeting – First Wednesday Bi-Monthly, 5:00p.m. Beaumont Unified School District, next meeting August 7th, Beaumont Civic Center.
- Finance Committee – Monday Before Board Meeting Monthly 9:00a.m. NCCC.
- Personnel Committee – 1st Tuesday Monthly 12:00p.m.
- Facility/Bogart Ad Hoc Committee– Second Tuesday Monthly 10:30a.m.
- Foundation Golf Tournament Ad-Hoc Committee – 3rd Thursday 4:00p.m.
- Government Liaison Committee – 3rd Tuesday Monthly 10:30a.m.
- BYB/SB Meeting – 1st & 3rd Tuesday Monthly 7:00p.m.

13.3. Upcoming Holidays

- Monday, May 27th, 2024 – **Memorial Day**
- Wednesday, June 19th, 2024 – **Juneteenth**

13.4. BCVRPD Events

- Saturday, May 18th – **Memorial Wall Dedication/BYB Closing Day**
- Saturday, June 8th & Sunday, June 9th, 2024 – **Bogart Fishing Derby** at Bogart Regional Park

- Saturday, June 8th, 2024 – **Strategic Planning Workshop** at Bogart Regional Park, 10:00a.m. – 3:00p.m.
 - Friday, June 21st, 2024 – **Movie Night** at Noble Creek Regional Park
- 13.5. Community Events
- Thursday, May 30th – Saturday, June 2nd – **Cherry Festival**, Noble Creek Regional Park

14. DIRECTORS MATTERS/COMMITTEE REPORTS:

Director Lawhead: Director Lawhead said thank you to the staff for the work they did on the Fiesta de Mayo event, well done again. The cold weather was a downer but he saw most of the directors out there, including John. He was there Saturday night and it was another well-run event. He is getting a feel for things around here and he is sitting on different committees and seeing progress getting things balanced out. The budget was one of the big things but we're getting over that hurdle and we'll see those numbers increasing. He likes that. He thinks everything is going great.

Director Hughes: Director Hughes was absent for comment.

Treasurer Flores: Treasurer Flores said he was concerned about making Fiesta de Mayo a two-day event but he thinks everything went well. He first mentioned it three years ago because we should have something for Cinco de Mayo. He knows we have Oktoberfest which is German-oriented, and he thought it would be nice to come up with something similar for Cinco de Mayo and it has come along. He has a pin from the first Oktoberfest that he found in his dad's house and Oktoberfest has exploded since then, he hopes Fiesta de Mayo explodes too and eventually becomes a 3-day event. It was unfortunate about the cold but it is what it is and the community enjoys it. He is not concerned with numbers; we are here to provide a service so don't be discouraged if we broke even or lost a little bit of money. Keep going because he liked the layout and he likes the fact that we serve the community. He encouraged staff to make it their own.

Vice-Chair/Secretary Ward: Vice-Chair/Secretary Ward said she would like to thank staff and the General Manager for all of their hard work, she appreciates everything they do. She loves coming into the office and seeing everyone so happy and cheerful, she said it's nice to have that. She knows that they are doing that with the public as well. She is looking forward to having the Cherry Festival here and now that she's feeling better she wants to start participating more. She is appreciative of everyone's support through everything and feels like a new person.

Chairman Diercks: Chairman Diercks started by discussing the idea of rebranding, he said it has been discussed in the past and we have opportunities to grow and regionalize now and add Banning and Calimesa, even Cabazon to the communities we serve. We have been told by some that we would have to change the name so we don't get confused with the City of Beaumont, it may be worth considering that. He wants staff to bring it back and get a committee together and put it on the agenda for the next meeting. Saturday is BYB Closing Day and the Memorial Wall Dedication for Dodie Carlson around 2:00, he would like as many people there as possible. He had a great time at the Fiesta de Mayo event and wanted to thank the staff. Cherry Festival has been an ongoing project and the version of the map presented is one of who knows how many but we over-designed with the understanding that we will have more events there in the future and we won't have to go through the entire process again. He complimented the staff for doing a great job.

15. TOPICS FOR FUTURE AGENDAS:

16. ADJOURNMENT:

Motion made to adjourn the meeting at 6:06

Initial Motion: Director Lawhead

Second: Vice-Chair/Secretary Ward

Pending Agenda Items:

| <i>Request</i> | <i>Requester</i> | <i>Date of Request</i> | <i>Status</i> |
|---|------------------|------------------------|--|
| Policy for Memorial Wall Nominations | Board | 3/13/2024 | Update expected at May 8 meeting. |
| Etiquette Signs for Noble Creek Ball Fields | Aldrich | 08/2023 | On Consent Calendar for Board approval. |
| Installation of ProCam Keyless Entry System | | | Outside doors are active, inside doors to be completed this month. |
| Rebranding | | | Add to agenda |
| | | | |

Minutes Completed on

By: Deidre Chatigny, BCVRPD Clerk of the Board

Beaumont Cherry Valley Recreation Park District

Bank Account Balances

As of 5/31/2024

| | Starting Balance | Payables | Deposits | Ending Balance | Notes/Comments |
|---------------------------------|----------------------|-----------------|---------------------|-----------------------|---|
| 1 HCN Bank - Operating | \$ 26,337.13 | \$ 428,517.32 | \$ 732,334.69 | \$ 330,154.50 | |
| 2 HCN Bank- Payroll Account | \$ 8,916.76 | \$ 99,837.83 | \$ 95,000.00 | \$ 4,078.93 | |
| 3 HCN Bank - Project Loan | \$ 144.34 | | | \$ 144.34 | |
| 4 HCN Bank - Bogart | \$ 4,566.32 | \$ 11,885.12 | \$ 15,610.00 | \$ 8,291.20 | |
| 5 HCN Bank - Money Market | \$ 209,248.19 | | \$ 7,625.09 | \$ 216,873.28 | 7,500 Monthly Deposits for loan payment 11/2021 |
| 6 HCN Bank - Reserve Fund | \$ 227,227.35 | | \$ 50,008.20 | \$ 277,235.55 | |
| 7 HCN Bank - Quimby/DIF | \$ 60,876.35 | | \$ 5.17 | \$ 60,881.52 | |
| 9 Riverside County Fund | \$ 216,745.33 | | | \$ 216,745.33 | |
| 10 | \$ 754,061.77 | \$ 540,240.27 | \$ 900,583.15 | \$ 1,114,404.65 | |
| 11 HCN Bank - Reserve Fund | Balance | Payables | Deposits | Ending Balance | Notes/Comments |
| 12 Operating Reserve | \$ 171,708.23 | | \$ 50,000.00 | \$ 221,708.23 | NOT to be USED |
| 13 Capital Reserve | \$ 55,519.12 | | \$ 8.20 | \$ 55,527.32 | Min Balance of \$50,000 |
| 14 TOTAL RESERVE ACCOUNT | \$ 227,227.35 | \$ - | \$ 50,008.20 | \$ 277,235.55 | |

Beaumont-Cherry Valley Recreation & Park District Improvement Corporation

Bank Account Balance

As of 5/31/2024

| | Starting Balance | Payables | Deposits | Ending Balance | Notes/Comments |
|-------------|------------------|--------------|--------------|----------------|----------------|
| 15 HCN Bank | \$ 53,424.91 | \$ 10,190.50 | \$ 18,216.15 | \$ 61,450.56 | |

Beaumont-Cherry Valley Recreation & Park District

Grant Balances

As of 5/31/2024

| | Funded | Requested Distbursement | Received | Balance | Notes/Comments |
|---|---------------|-------------------------|--------------|---------------|-----------------|
| 16 Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i> | \$ 29,582.00 | \$ - | \$ - | \$ 29,582.00 | |
| 17 Department of Parks and Recreation Per Capita Grant Program (Prop 68) <i>Field #8</i> | \$ 177,952.00 | \$ 50,069.00 | \$ - | \$ 177,952.00 | |
| 18 Housing and Workforce Solutions CDBG 2022-2023 <i>Bogart Regional Park ADA Parking Lot Improvements</i> | \$ 58,266.00 | \$ 58,266.00 | \$ 58,266.00 | \$ - | COMPLETED |
| 19 Housing and Workforce Solutions CDBG 2023-2024 <i>Bogart Regional Park ADA Parking Lot Improvements Project Phase II</i> | \$ 82,231.00 | \$ - | \$ - | \$ 82,231.00 | |
| 20 County of Riverside Unincorporated Communities Initiative <i>Danny Thomas Ranch Infrastructure</i> | \$ 400,000.00 | \$ - | \$ - | \$ 400,000.00 | Attorney Review |
| 21 | \$ 748,031.00 | \$ 108,335.00 | \$ 58,266.00 | \$ 689,765.00 | |

Beaumont Cherry Valley Recreation Park District
Bank Account Balances
 As of 5/31/2024

Beaumont-Cherry Valley Recreation & Park District
Loan Balances
 As of 5/31/2024

| | | opened date | Funded | Payments | Balance owed | Notes/Comments |
|----|--|-------------|----------------------|----------------------|----------------------|--|
| 22 | Citizens Business Bank 2020 Projects | 11/6/2020 | \$ 400,000.00 | \$ 261,651.54 | \$ 138,348.46 | Yearly Payment - \$87,217.18 Last payment Due: 11/6/2025 |
| 23 | Ford F150 XLT Maintenance Superintendent Truck | 12/16/2019 | \$ 45,792.00 | \$ 45,792.00 | \$ - | Paid Off |
| 24 | KS State Bank (10) Radios/ (3) Repeaters | 7/1/2022 | \$ 37,937.70 | \$ 9,003.82 | \$ 28,933.88 | Yearly Payment - \$9,003.82 Last payment Due: 7/1/2027 |
| 25 | Huntington National Bank Ventrac 4520P | 2/1/2023 | \$ 45,534.48 | \$ 10,951.15 | \$ 34,583.33 | Monthly Payment - \$1,065.00 Last payment Due: 2/1/2027 |
| 26 | Huntington National Bank ToroOutcross 9060 | 2/1/2023 | \$ 64,860.11 | \$ 15,545.66 | \$ 49,314.45 | Monthly Payment - \$1,517.00 Last payment Due: 2/1/2027 |
| 27 | Municipal Finance Corporation 2023 Projects | 11/15/2023 | \$ 400,000.00 | \$ 47,004.58 | \$ 352,995.42 | Quarterly Payment - \$23,502.29 Last payment Due: 11/1/2028 |
| 28 | | | \$ 994,124.29 | \$ 389,948.75 | \$ 604,175.54 | |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|-----------------------------------|----------------------|-----------------|--------------------------------|---|-----------|
| 10005 HCN Bank - Operating | | | | | |
| 05/01/2024 | Check | 126817 | Michael Valdivia | May 2024 CalSTRS Monthly Contribution | -1,458.33 |
| 05/01/2024 | Check | 126818 | Michael Valdivia | May 2024 Car Allowance | -850.00 |
| 05/01/2024 | Check | 126820 | Sarah Salzman | Walmart Reimbursement - Squirt, Chamoy, Grapefruit juice, Sea Salt | -75.47 |
| 05/01/2024 | Check | 126819 | Dan Hughes | Director Fees - April 2024 | -600.00 |
| 05/01/2024 | Check | 126821 | Ivette Nieto | Loteria Game Tent - Fiesta de Mayo 2024 | -400.00 |
| 05/01/2024 | Check | rf05012024 | Amazon.com | Solar Lights for Parking Posts - 12 Pack - Cherry Festival | -25.20 |
| 05/01/2024 | Check | NL05012024 | Beaumont Chamber of Commerce | Beaumont Breakfast - (6) Deidre Chatigny, Richard Lawhead, Christian Linnemann, Tammy Letulle, Ryann Flores & Nancy Law | -150.00 |
| 05/01/2024 | Check | DC05012024 | The UPS Store | DOJ Custodian of Records Fingerprinting (Deidre Chatigny) | -109.00 |
| 05/02/2024 | Bill Payment (Check) | 126822 | Rosalind Otero | Unfunded Health Payment - May 2024 | -166.25 |
| 05/02/2024 | Bill Payment (Check) | 126823 | Big Time Design | Fiesta de Mayo Staff T-Shirts | -649.18 |
| 05/02/2024 | Check | NL05022024 | Beaumont Chamber of Commerce | Beaumont Breakfast - (1) Dan Hughes | -25.00 |
| 05/02/2024 | Check | EPX | EPX | Fees - Credit Card Machine | -131.84 |
| 05/03/2024 | Check | 126812 | Pedro Zamora | Fiesta De Mayo - Mariachi Band | -900.00 |
| 05/03/2024 | Bill Payment (Check) | nl05032024 | Blue Shield | Employee - Dental Insurance | -431.90 |
| 05/03/2024 | Bill Payment (Check) | 631371545132043 | The Home Depot | Paint for Message Boards, hand & shop tools for Wolverine Factory Community service day | -587.40 |
| 05/06/2024 | Check | 126824 | Josue Alvarado | Cornhole Tournament - Fiesta de Mayo | -250.00 |
| 05/06/2024 | Check | NL05062024 | HP Store | Insta Ink - Finance Printer | -15.07 |
| 05/07/2024 | Bill Payment (Check) | p246QMMSD35 | Frontier (10478 Bmt Ave5721) G | Monthly Wifi - Grange | -136.76 |
| 05/07/2024 | Bill Payment (Check) | 806015217402 | SCE (700194594370) | Utilities - Electric - Caretaker | -14.97 |
| 05/07/2024 | Bill Payment (Check) | 806015217426 | SCE (700492933735) | Utilities - Electric - Field #1 - 4 | -408.26 |
| 05/07/2024 | Bill Payment (Check) | 806015217446 | SCE (700494090863) | Utilities - Electric (Fire Camp Lighting/Panel) | -202.90 |
| 05/07/2024 | Bill Payment (Check) | 806015217487 | SCE (700518137163) | Utilities - Electric - RV Park | -785.31 |
| 05/07/2024 | Bill Payment (Check) | 806015217502 | SCE (700593616907) | Utilities - Electric - Tennis Courts, Horse Areana & Field 5/6 | -754.87 |
| 05/07/2024 | Bill Payment (Check) | 806015217522 | SCE (700005100729) | Utilities - Electric - NCCC, Woman's Club, Maintenance & BYB, Grange | -2,980.28 |
| 05/07/2024 | Bill Payment (Check) | 1126197565967 | Colonial Life | Employee - Life Insurance | -432.62 |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|------------|----------------------|----------------|-----------------------------------|---|------------|
| 05/07/2024 | Bill Payment (Check) | 1002637123-124 | CalPers | Employee - Retirement | -6,168.08 |
| 05/07/2024 | Bill Payment (Check) | 1002637126 | CalPers | Employee - Health Insurance | -4,112.87 |
| 05/07/2024 | Check | 126825 | Michael Ruffolo | Adult Softball Umpire | -140.00 |
| 05/07/2024 | Check | 126826 | Austin Gilmour | Adult Softball Umpire | -70.00 |
| 05/07/2024 | Check | 126827 | James W. Halbrook | Adult Softball Umpire | -70.00 |
| 05/07/2024 | Check | 126828 | Alexandra Lugo | Booze Crew Staff/Materials - Additional | -271.00 |
| 05/07/2024 | Check | MV05072024 | El Charro Authentic Mexican | Bus. Meal - Personnel Meeting - Mickey Valdivia & Dan Hughes | -28.00 |
| 05/07/2024 | Bill Payment (Check) | unum05072024 | UNUM | Employee - Short/Long Term Disability | -564.18 |
| 05/08/2024 | Check | 126829 | Alyssa R Fuimaono | Fiesta De Mayo - Chips/Boats for Salsa Comp. | -322.09 |
| 05/08/2024 | Check | 126830 | Sarah Salzman | Fiesta De Mayo - Dog Contest Prizes - 1-3 Place | -62.98 |
| 05/08/2024 | Check | 126831 | Deidre Chatigny | Fiesta De Mayo - Sweet n Sour Mix for Booze Crew | -18.07 |
| 05/08/2024 | Check | 126832 | Ryann Flores | Fiesta De Mayo - Breakfast for Staff/Water/ice | -235.92 |
| 05/08/2024 | Bill Payment (Check) | 126833 | Core & Main LP | Repair to Water line - Bogart | -43.84 |
| 05/08/2024 | Bill Payment (Check) | 126834 | ELROD Fence Company | Chain Link Fencing W/ top rail 20 feet, (2) Single Drive gates, (2)Exit gates - Field #7 | -3,985.00 |
| 05/08/2024 | Bill Payment (Check) | 126835 | Awards & Specialities | (500) Lanyards - Marketing for BCVRPD | -478.69 |
| 05/08/2024 | Bill Payment (Check) | 126836 | Gophix Gopher Control | Monthly Gopher Maintenance - April 204 | -2,500.00 |
| 05/08/2024 | Bill Payment (Check) | 126837 | Cherry Valley Nursery | Fiesta de mayo - Stolen centerpiece - Pot/Plant | -22.62 |
| 05/08/2024 | Check | 126838 | Felicitas A. Crew | Event was cancelled NCCC 06/29/2024 Birthday Party | -400.00 |
| 05/08/2024 | Check | MV05082024 | El Charro Authentic Mexican | Bus. Meal - Chairman Agenda Review - Mickey Valdivia, Chris Diercks & Denise Ward | -72.00 |
| 05/08/2024 | Bill Payment (Check) | NL05082024 | Nextiva | Monthly Telephone Service | -385.80 |
| 05/09/2024 | Check | 126839 | Marissa McNamara-Alvarado | (31) Food Vouchers - Employees/Booze Crew Lunch | -310.00 |
| 05/09/2024 | Bill Payment (Check) | 126840 | Municipal Finance Corporation | Orly Loan Payment t | -23,502.29 |
| 05/09/2024 | Bill Payment (Check) | 126841 | Pro Care Landscape Services, INC, | Monthly Landscape - Franco Garden & Woman Club | -1,175.00 |
| 05/09/2024 | Bill Payment (Check) | 126842 | SRS Electric | Install (2) 13watt led flood light with arlington perma post install ground box over existing wiring trench approx 15 ft.install 15 ft 1 1/2 pvc conduit pull wires from ground box | -1,315.00 |
| 05/09/2024 | Bill Payment (Check) | 126843 | Cintas | Weekly Uniform & Janitorial Service | -2,490.67 |
| 05/09/2024 | Bill Payment (Check) | 126844 | Best Best & Krieger | Attorney Fees - Labor & Employment, General | -10,269.40 |
| 05/09/2024 | Bill Payment (Check) | 126845 | Luz Investment Corp. | Program Changes to Nextiva Portal | -220.00 |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|------------|----------------------|-------------|-------------------------------------|---|-----------|
| 05/09/2024 | Bill Payment (Check) | 126846 | All Purpose Rentals | Boom Lift Rental - Cherry Festival | -564.86 |
| 05/09/2024 | Check | 126848 | Lee's Auto Body | Repair to Traverse | -4,266.18 |
| 05/09/2024 | Check | 126849 | BCVRPIC | Refundable Security Deposit - Donation from Andrea Petersen NCCC/FG Wedding Reception 04/27/2024 | -250.00 |
| 05/09/2024 | Check | NL05092024 | Beaumont Flowers & Gifts | Flowers - Donna Linnemann - Fast Recovery | -122.24 |
| 05/10/2024 | Bill Payment (Check) | 80095443764 | Waste Management of the IE | Utilities - Trash - NCCC/NCRP | -1,896.91 |
| 05/10/2024 | Bill Payment (Check) | 80095443840 | Waste Management of the IE | Utilities - Trash - Woman's Club | -147.46 |
| 05/10/2024 | Bill Payment (Check) | 80095443892 | Waste Management of the IE | Utilities - Trash - Grange | -252.90 |
| 05/10/2024 | Check | NL05102024 | Clover | Monthly Equipment Rental | -189.85 |
| 05/11/2024 | Check | AF05112024 | Safeguard | Check Envelopes | -193.10 |
| 05/13/2024 | Check | 126850 | DEE'S KITCHEN LLC | Food Vouchers for Employees/Booze Crew (19) | -190.00 |
| 05/13/2024 | Check | 126851 | Nicholas P Hughes | FCA Golf Tournament/Murrieta/La Jolla (352 Miles) | -235.84 |
| 05/13/2024 | Check | 126852 | Alyssa R Fuimaono | Bank/Costco/Holiday Party Set up/Do it best/Post office/Bogart/Staters/Smart n Final/Big Time Design | -213.46 |
| 05/13/2024 | Check | rf05132024 | Conroy's Tustin | New Baby: Mari Shakir | -78.82 |
| 05/13/2024 | Check | MV05132024 | Kafe Royale | Calimesa Program Meeting - Mickey Valdivia, Aaron Morris, Ryann Flores & Sarah Salzman | -88.23 |
| 05/14/2024 | Check | 126853 | Dan Hughes | Reimbursement for Kafe Royal Calimesa Chamber (Dan Hughes, Christian Linneman, Nick Hughes, Sarah Salzman, Deidre Chatigny) | -81.00 |
| 05/14/2024 | Check | MV05142024 | Ocampos Restaurant | Bus. Meal - Oktoberfest/Facilities Committee - Mickey Valdivia, Dan Hughes & Christian Linnemann | -67.08 |
| 05/14/2024 | Check | MV05142024 | Zoom Video Communication Inc. | Monthly Subscription - Mickey Valdivia | -15.99 |
| 05/16/2024 | Check | 126854 | Michael Valdivia | Perdiem & Mileage - CARPD Conference 5/22/2024 - 5/25/2024 | -1,027.12 |
| 05/16/2024 | Bill Payment (Check) | 272402914 | ARCO Business Solutions | Monthly Gas/Fuel - F150 (42,182), Traverse (69,850) | -298.96 |
| 05/16/2024 | Bill Payment (Check) | 1765711314 | Huntington Bank | Monthly Lease Payment - Toro Outcross & Venitrc | -2,582.00 |
| 05/16/2024 | Bill Payment (Check) | 15620094 | Wells Fargo Financial Leasing | Monthly Lease Payment - Copier | -884.66 |
| 05/16/2024 | Bill Payment (Check) | p24742RSHD | Frontier (390 Oak Pky0886) NC | Monthly Wifi - NCCC | -547.72 |
| 05/16/2024 | Check | MV05162024 | Denny's | Bus. Meal - Cherry Festival Meeting - Mickey Valdivia, Dan Hughes & Dan Rouch | -40.42 |
| 05/16/2024 | Check | AM05162024 | A-G Sod Farms | Sod for Field #1 Paseo - Cherry Festival | -2,731.76 |
| 05/16/2024 | Check | CCFeesMay | Exact | Service Fee - Kiosk Bogart | -24.99 |
| 05/17/2024 | Bill Payment (Check) | 126855 | Matthew Pistilli Landscape Services | Biweekly Landscape Service - NCCC | -1,240.00 |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|------------|----------------------|----------------|---------------------------------|---|------------|
| 05/17/2024 | Check | DC05172024 | Stater Bros | Memorial Wall Snack - Coffee, Plates & Silverware - Parking/Radio Training Snacks | -127.90 |
| 05/18/2024 | Check | DC05182024 | Albertsons | Memorial Wall Snacks | -189.96 |
| 05/20/2024 | Bill Payment (Check) | 126856 | Masonry Design & Concrete Inc. | Concrete - Remove and dispose of dirt, Drill dowels into existing concrete, Use of Tractor and operator, Chip 3 x3 curb out - finish - west end of meadow Driveway approach. - Grade out north/east side of Meadow cut and remove curb making it on flat level walkway, form one side 2 x 4 lumber form 2 finishers (north/west Meadow | -35,125.00 |
| 05/20/2024 | Check | NL05202024 | Beaumont Flowers & Gifts | Plant 5/21/2024 - Chris Deiricks - Fast Recovery | -117.88 |
| 05/20/2024 | Check | NL05202024 | Amazon.com | 11 x 17 Laminating sheets - Cherry Festival | -53.86 |
| 05/21/2024 | Check | 126857 | Alyssa R Fuimaono | Employee - Footwear Reimbursement | -150.00 |
| 05/21/2024 | Check | 126858 | Jose Luis Gloria | Employee - Footwear Reimbursement | -150.00 |
| 05/21/2024 | Check | 126859 | Jessica Warrick | Social Media Ads Boost | -419.96 |
| 05/21/2024 | Bill Payment (Check) | 126860 | Grand American Builders, Inc. | Cut out letters from plywood for Cherry Festival Parking-Measure and layout for Parking spaces add location pins for future Project Management | -6,815.13 |
| 05/21/2024 | Check | 126861 | Derrel Thomas | Closing Day BYB/SB & Tournament Planning | -154.00 |
| 05/21/2024 | Bill Payment (Check) | 470105212024 | Chevron | Monthly Fuel/Gas - Chevy (49,484), Traverse (70,322), GM Truck, F150 (42,967) Gas Cans/Tank | -1,815.55 |
| 05/21/2024 | Bill Payment (Check) | 1002646007 | CalPers | Employee - 457 Plan | -275.00 |
| 05/21/2024 | Bill Payment (Check) | 1002646009-010 | CalPers | Employee - Retirement Plan | -6,159.71 |
| 05/21/2024 | Bill Payment (Check) | 1420109 | SoCalGas | Utilities - Gas - Grange | -176.90 |
| 05/21/2024 | Bill Payment (Check) | n11420209 | SoCalGas | Utilities - Trash - NCCC | -291.89 |
| 05/21/2024 | Check | TM05212024 | Walmart | Paint for Signage - Cherry Festival | -21.52 |
| 05/21/2024 | Check | NL05212024 | Amazon.com | Safety Vest/Light wands - Cherry Festival | -420.66 |
| 05/21/2024 | Check | NL05212025 | Amazon.com | Stop/Slow Signage - Cherry Festival | -454.47 |
| 05/21/2024 | Check | NL05212024 | Sport Turf Managers Association | Membership Renewal - Aaron Morris | -165.00 |
| 05/22/2024 | Check | 126866 | Juan Martinez | Refundable Security Deposit Memorial 05/17/2024 | -250.00 |
| 05/22/2024 | Check | r05182024 | Albertsons | Veggie/Fruit/ Sandwich Trays - Memorial Wall | -239.95 |
| 05/22/2024 | Check | 126862 | Jessica Warrick | Payroll Period 4/8/2024 - 4/21/2024 | -1,760.00 |
| 05/22/2024 | Check | 126863 | Jessica Warrick | Payroll Period 4/8/2024 - 4/21/2024 | -1,760.00 |
| 05/22/2024 | Check | MV052202 | Embassy Suites | Hotel Sacramento - Meeting - Mickey Valdivia | -369.94 |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|------------|----------------------|------------|----------------------------------|---|------------|
| 05/22/2024 | Check | n105202024 | Beaumont Flowers & Gifts | Flowers - Lilianna Valdivia - Cheer Up | -63.88 |
| 05/22/2024 | Check | 126865 | Yolanda Flanagan | Refundable Security Deposit - 05/11/2024 - Memorial Grange | -250.00 |
| 05/23/2024 | Check | 126864 | Chris Diercks. | Director Fees - May 2024 | -500.00 |
| 05/24/2024 | Check | 126867 | Artwork Paint Company | Painting of new Fire Lane Red Curbs & Black out parking stalls that were removed and No Parking | -500.00 |
| 05/24/2024 | Check | 126869 | BCVRPIC | Reim. for Cherry Fest Banners/Parking Fee Fiesta De Mayo | -1,170.00 |
| 05/24/2024 | Bill Payment (Check) | 126870 | Dinosaur Tire | Transport from park to shop then back to park. Replaced tire | -275.00 |
| 05/24/2024 | Bill Payment (Check) | 126871 | SCEM Urgent Care Centers | Employee - Medical Exam - Cary Hewitt | -125.00 |
| 05/24/2024 | Bill Payment (Check) | 126872 | Beaumont Do it Best | Fiesta de Mayo, Joint Event Expenses | -1,416.93 |
| 05/24/2024 | Bill Payment (Check) | 126873 | Ferrellgas | Utilities - Propane - Snack Bar | -466.37 |
| 05/24/2024 | Bill Payment (Check) | 126874 | Aloha Plumbing Heating & Air Inc | Replaced Damaged toilet in Women's Restroom at Field 5/6 handicap stall | -585.00 |
| 05/24/2024 | Bill Payment (Check) | 126875 | Beaumont Print | (10) 24x18 Signs - "Trees Donated by" - Arbor Day | -145.46 |
| 05/24/2024 | Bill Payment (Check) | 126876 | Cherry Valley Nursery | Plants/Trees for Franco Garden per Mickey | -2,291.93 |
| 05/24/2024 | Bill Payment (Check) | 126877 | City of Beaumont | Board Meeting Police Office - Utilities - Sewer - Woman's Club | -284.19 |
| 05/24/2024 | Bill Payment (Check) | 126878 | SiteOne Landscape Supply, LLC | Field #1 Paseo Irrigation, Fertilizer, Fitness Court & F2/3 - Cherry Festival | -7,062.95 |
| 05/24/2024 | Bill Payment (Check) | 126879 | PROCAM INC. | Security Alarm Monitoring - Quarterly | -135.00 |
| 05/24/2024 | Bill Payment (Check) | 126880 | Safety Compliance Company | Safety Meeting - 04/17/2024 1PM Heat Illness | -250.00 |
| 05/24/2024 | Bill Payment (Check) | 126881 | Memories Created by Darcy Walls | Fiesta de Mayo Photos | -808.13 |
| 05/24/2024 | Bill Payment (Check) | 126882 | Cintas | Weekly Uniform & Janitorial Service | -2,491.20 |
| 05/24/2024 | Bill Payment (Check) | 126883 | Acorn Technology Services | Monthly IT Service - August 2023, LE license Staff email | -2,908.00 |
| 05/24/2024 | Bill Payment (Check) | 126884 | Clean by Design | Monthly Janitorial Service | -1,895.00 |
| 05/24/2024 | Bill Payment (Check) | 126885 | ELROD Fence Company | Double Gate Fencing 24x6 - Behind Snack Bar - Materials and Labor for Installing - Field 7 Meadow Fencing - Cherry Festival | -14,730.00 |
| 05/24/2024 | Bill Payment (Check) | 126886 | James J Hughes | Unfunded Health Payment - May 2024 | -539.69 |
| 05/24/2024 | Bill Payment (Check) | 126887 | Rio Stone Building Materials | Base Class II Large Scoop - Dump truck (Rock) - Bogart | -1,002.08 |
| 05/24/2024 | Bill Payment (Check) | 126888 | United Rentals | Light Towers - Fiesta de Mayo | -1,382.08 |
| 05/24/2024 | Bill Payment (Check) | 126889 | Department of Justice | Fingerprinting April 2024 - (2) Prints - Matt Garcia and Jose Gloria | -64.00 |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|------------|----------------------|------------|--------------------------------------|---|-----------|
| 05/24/2024 | Bill Payment (Check) | 126890 | Beaumont Chamber of Commerce | Chamber Membership - Sustaining Member | -1,000.00 |
| 05/24/2024 | Check | 126888 | Romberg Tree & Landscape Service | Tree Trimming - Field 5 - 7 | -850.00 |
| 05/24/2024 | Check | 126892 | Kaboo Leasing Co. | NCRP Entrance - Banner Posts | -3,000.00 |
| 05/24/2024 | Check | AF05242024 | Stamps.com | Monthly Stamp Service | -19.99 |
| 05/28/2024 | Bill Payment (Check) | 126891 | Memories Created by Darcy Walls | Photos - Spring Fling/ Memorial Wall | -538.75 |
| 05/28/2024 | Bill Payment (Check) | 126893 | BCVWD 8-001 | Utilities - Water - NCRP | -702.28 |
| 05/28/2024 | Bill Payment (Check) | 126894 | BCVWD 8-002 | Utilities - Water - NCRP | -432.41 |
| 05/28/2024 | Bill Payment (Check) | 126895 | BCVWD8-003 | Utilities - Water - NCCC | -860.91 |
| 05/28/2024 | Bill Payment (Check) | 126896 | BCVWD 8-006 | Utilities - Water - Grange (fire) | -58.02 |
| 05/28/2024 | Bill Payment (Check) | 126897 | Core & Main LP | Repair to Main Water Line - Bogart Regional Park | -427.76 |
| 05/28/2024 | Bill Payment (Check) | 126898 | Frontier (2091883458) Maint | Monthly Wifi - Maintenance | -105.98 |
| 05/28/2024 | Bill Payment (Check) | 126899 | SiteOne Landscape Supply, LLC | Irrigation Parts - Grounds - Cherry Festival | -699.45 |
| 05/28/2024 | Bill Payment (Check) | 126900 | Turf Star, Inc. | Bi Weekly Equipment Service - May 2024 | -1,228.40 |
| 05/28/2024 | Check | 126901 | Nicholas P Hughes | Costco - Memorial Horseshoe Tournament Supplies | -58.96 |
| 05/28/2024 | Bill Payment (Check) | 126902 | Romberg Tree & Landscape Service | Tree Trimming - All to 136 Clearance - Cherry Festival | -8,800.00 |
| 05/28/2024 | Bill Payment (Check) | 126903 | West Coast Mobile Fleet Services | Chevy - Oil Change | -184.41 |
| 05/28/2024 | Bill Payment (Check) | 126904 | All Purpose Rentals | Phase 2 Area - Trencher Rental and Trailer - Cherry Festival | -318.00 |
| 05/28/2024 | Bill Payment (Check) | 126905 | SoCal Flow Testing | Flow Testing for Cherry Festival | -740.00 |
| 05/28/2024 | Bill Payment (Check) | 126906 | Dutch Touch Window Cleaning | Qrtly - Window Cleaning - NCCC & Grange | -868.00 |
| 05/28/2024 | Bill Payment (Check) | 126907 | Beaumont Do it Best | Cherry Festival Banner Supplies | -267.04 |
| 05/28/2024 | Check | 126921 | Republican Party of Riverside County | Refundable Security Deposit - 03/28/24 | -250.00 |
| 05/28/2024 | Bill Payment (Check) | 126922 | Core & Main LP | Remaining balance: Repair for Main Water Line (Existing credit that was not suppose to be applied) | -187.05 |
| 05/28/2024 | Check | DC05282024 | WaBA Grill | Lunch for Maintenance Crew - Cherry Festival | -71.72 |
| 05/28/2024 | Check | DC05282025 | Rice Signs | Special Event Ahead - Slow Street Signs - Cherry Festival | -4,162.48 |
| 05/28/2024 | Bill Payment (Check) | BH04345697 | UMPQUA Bank | Banning Chamber Breakfast Dan Hughes, Nick Hughes & Noah Valdivia - Annual Subscription Arcsite - CARPD Conference Dan Hughes | -1,501.36 |
| 05/28/2024 | Bill Payment (Check) | NL05282024 | Road Traffic Signs | Right Turn Only, Watch for Pedestrians & Authorized Personnel Signs - Cherry Festival | -399.29 |
| 05/29/2024 | Check | SS05292024 | Stater Bros | Employee Lunch - Limes, Cilantro, Oil | -42.11 |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Operating

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|---|----------------------|------------|-------------------------------------|-----------------------------------|-----------------------|
| 05/30/2024 | Check | KG05302024 | Stamps.com | Postage | -50.00 |
| 05/31/2024 | Bill Payment (Check) | 126908 | Matthew Pistilli Landscape Services | Biweekly Landscape Service - NCCC | -1,240.00 |
| 05/31/2024 | Check | SVCCHRG | | Service Charge | -39.00 |
| 05/31/2024 | Check | CC%fees | Clover(MRCH BNKCD) | Monthly Credit Card % fees | -1,397.61 |
| 05/31/2024 | Check | AF05312024 | Consuelo's | Employee Lunch - Rice & Beans | -63.95 |
| Total for 10005 HCN Bank - Operating | | | | | -\$ 181,617.96 |

Beaumont-Cherry Valley Recreation and Park District Check Warrant - Bogart Park

May 2024

| Date | Transaction Type | Num | Name | Memo/Description | Amount |
|---|----------------------|----------------|---|---------------------------|---------------------|
| 10050 HCN Bank - Bogart Park | | | | | |
| | Beginning Balance | | | | |
| 05/10/2024 | Bill Payment (Check) | 2416078-2371-3 | Waste Management of the IE | Utilities - Trash | -640.80 |
| 05/16/2024 | Bill Payment (Check) | p2476FRTXX | Frontier (9600 Cherry3887) B | Monthly Wifi | -140.25 |
| 05/17/2024 | Bill Payment (Check) | 5587 | Matthew Pistilli Landscape Services | Biweekly Landscaping | -880.00 |
| 05/28/2024 | Bill Payment (Check) | 5591 | Beaumont-Cherry Valley Water Dist B 3-004 | Utilities - Water | -1,971.10 |
| 05/28/2024 | Bill Payment (Check) | 5592 | Beaumont-Cherry Valley Water Dist - B 3-001 | Utilities - Water | -49.17 |
| 05/28/2024 | Bill Payment (Check) | 5594 | Beaumont-Cherry Valley Water Dist B 3-003 | Utilities - Water | -186.59 |
| 05/31/2024 | Bill Payment (Check) | 5595 | Matthew Pistilli Landscape Services | Biweekly Landscaping | -880.00 |
| 05/31/2024 | Check | SVCCHRG | | Service Charge | -44.00 |
| 05/31/2024 | Check | mayfee | UMS/Celero Banking | Credit Card Monthly Fee - | -6.50 |
| 05/31/2024 | Check | Mayccfees | Clover(MRCH BNKCD) | Credit Card % Fees | -63.71 |
| Total for 10050 HCN Bank - Bogart Park | | | | | -\$ 4,252.12 |



BEAUMONT CHERRY VALLEY RECREATION & PARK DISTRICT

www.bcvparks.com

LEGAL INVOICES

Best Best & Krieger, LLP

| | | |
|-----------------|-----------------------------------|------------|
| Invoice #995313 | Labor and Employment (April 2024) | \$1,566.60 |
| Invoice #95314 | General (April 2024) | \$3,268.60 |

Total Invoices for approval - \$4,835.20



Staff Report

Agenda Item No. **5.5**

To: Board of Directors:
From: Nancy Law, Executive Assistant
Via: Mickey Valdivia, General Manager
Date: June 12th, 2024
Subject: Approval of Fiscal Year 24/25 Budget

Background and Analysis:

The Beaumont-Cherry Valley Recreation and Park District provided a two (2) year Projected Budget, each year starting in April all departments met with the General Manager and the Finance Department to provide input and review current year spending and budget projections for the upcoming years. Moreover, this year the staff has presented you with a Balanced Budget.

On March 13th, 2024, the Board and Staff conducted a Public Budget Workshop where we discuss the balanced budget requests for Fiscal Year 24/25.

Thereafter, the finance department has put together a Budget Package that will cover the following:

- Overview and Background
- Growth and Population Projections
- Governance
- Facilities/Services
- Balanced Financial Budget Summary/Detailed
- Ratios of Revenue and Expenditures
- Net Position

Fiscal Impact:

There will be no fiscal impact for the District.

Recommendations:

Staff and Finance Committee (Director Lawhead and Treasurer, John Flores) recommend that the Board review, comment and adopt the Fiscal Year 24/25 Budget.

Respectfully Submitted,

Nancy Law
Executive Assistant

Beaumont-Cherry Valley Recreation and Park District



Board of Directors

Fiscal Year 2024-2025

Budget

Chris Diercks
Chairman

June 12th, 2024

Denise Ward
Vice
Chairman/Secretary

John Flores
Treasure

Dan Hughes
Director

Richard Lawhead
Director

Mickey Valdivia
General Manager

BCVPARKS.COM

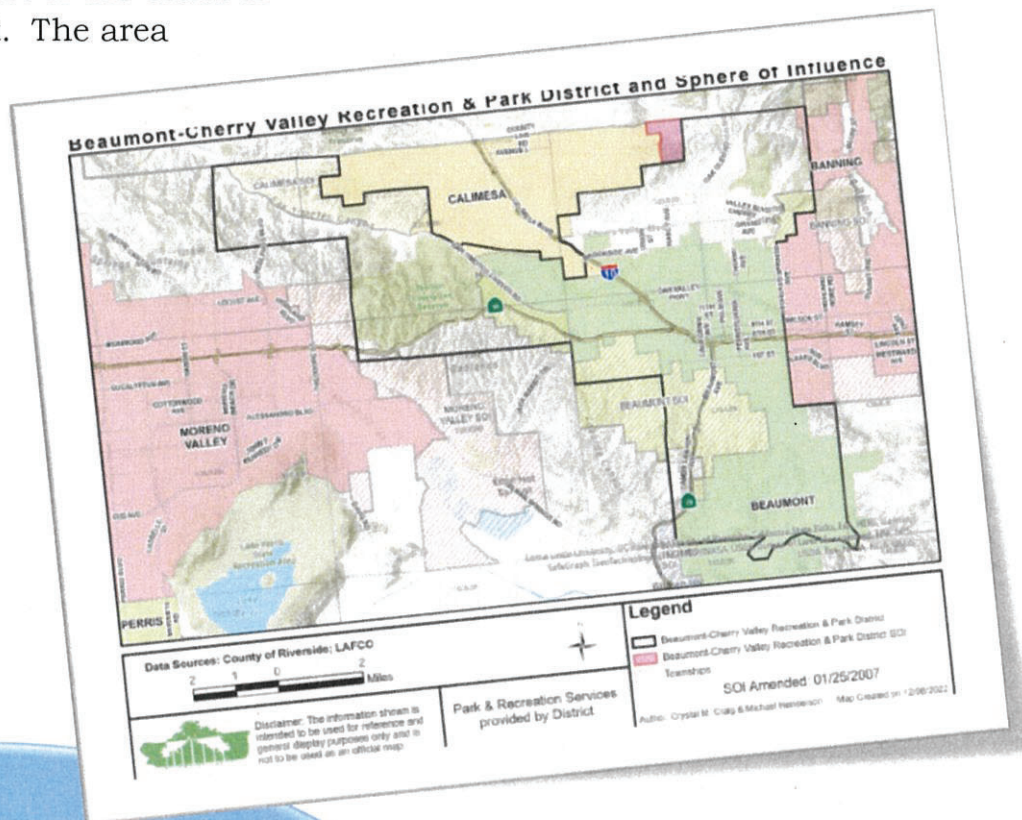


Overview/Background

Beaumont-Cherry Valley Recreation and Park District (BCVRPD) was formed on June 27th, 1972, established under authority of the California Public Resources Code Sections 5780 et seq., and has served the greater Beaumont/Cherry Valley area for over 50 years.

Within its current boundaries, the District provides services within the City of Beaumont, a small portion of the City of Calimesa, and surrounding unincorporated communities including the Cherry Valley communities and unincorporated areas west of the Cities of Calimesa and Beaumont. The area

served is approximately 64.4 square mile and an estimated population of 52,736.



Mission Statement:

"To enrich and fulfill the lives of community members by providing parks, park facilities and recreational programs of outstanding quality. The District endeavors to meet the needs of its growing community by acquiring, constructing, improving, maintaining and operating recreation centers throughout

Growth and Population Projections

The District’s service area has potential for growth, primarily within the cities currently served, and within the unincorporated areas within the District’s boundaries, in particular in the Cherry Valley area. The Center for Demographics has projected 14% growth in the Riverside County’s population during the present decade and an additional 10% growth during the 2030’s. This is in line with a projected 2.5% annual growth in the City of Beaumont’s population, over the next 20 years.



Governance

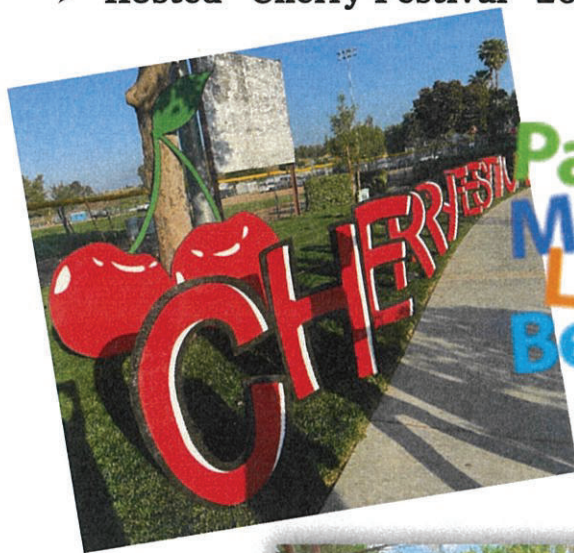
BCVRPD is governed by a five-member Board of Directors, elected at large to four-year staggered terms. The Board of Directors met the second Wednesday of each month at 5:00p.m. At the Noble Creek Community Center located at 390 W. Oak Valley Parkway, Beaumont CA 92223. The public is encouraged to attend and to provide input on facilities and program’s needs.

| Board of Directors | Current Position | Term Expires |
|---------------------------|-------------------------|---------------------|
| Chris Diercks | Chairman | 2026 |
| Denise Ward | Vice-Chairman/Secretary | 2024 |
| John Flores | Treasurer | 2024 |
| Dan Hughes | Director | 2024 |
| Richard Lawhead | Director | 2024 (2 year) |

Facilities - Services

Noble Creek Regional Park

- Seven (7) Baseball Field
- Equestrian Arena
- RC Track
- RV Camping
- Small & Large Dog Park
- Hockey/(4) Pickle Ball Courts
- Tennis/Pickle Ball Court
- Nine (9) Horseshoe Pits – One (1) ADA
- Playground/Expression Swing Set
- National Outside Fitness Court
- **Hosted “Cherry Festival” 2024**



Parks
Make
Life
Better!



Cherry Valley Grange Community Center

- Beaumont Police & Highway Patrol – K9 Training
- San Gorgonio MAC Board Meetings
- Community Events
- Square Dancing
- Martial Arts
- San Gorgonio Ballet
- Guitar Lessons
- Art Classes



Noble Creek Community Center/Franco Garden

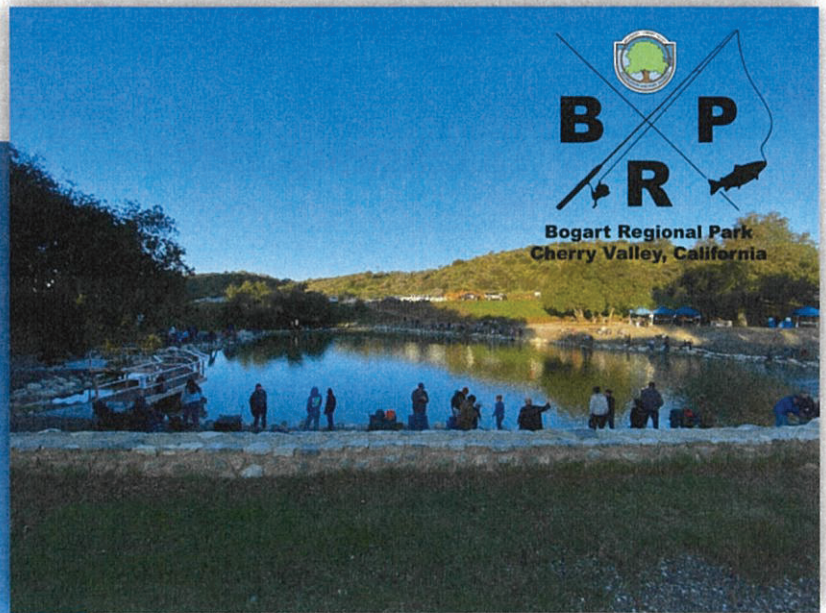
- Beaumont Library – Story Time
- Community Events
- Yoga Connection
- Line Dancing
- Beaumont Chamber Breakfast
- CHP Teen Smart Driving Classes



Bogart Regional Park

Bogart Regional Park was acquired January 1st, 2019 from the County of Riverside and with an agreement with Beaumont-Cherry Valley Water District.

- Fishing Pond
- Playground
- Camping
- Hiking Trails (Horses & Bikes)
- Candlelight Lookout/View Point
- Pavilion
- Horseshoe Pits
- Community Events
- Candlelight Flagpole



Danny Thomas Ranch

Danny Thomas Ranch is an undeveloped 123 acres donated to (Beaumont-Cherry Valley Recreation and Park Improvement Corporation "The Foundation") December 2020, and the District is in discussions of the development of this park.

- Possibilities are unlimited.....



Balanced Budget

Beaumont-Cherry Valley Recreation and Park District balanced budget is performed annually with staff and reviewed Mid-year for any adjustments. Below you will find a summarized and detailed schedule showing a period of 3 years (Prior year, current year to date, current year projected and one year balanced.)



Beaumont-Cherry Valley Recreation and Park District

Budget Summary

The following summarized schedule show a period of 3 years (prior year, current year to date, current year projected and (1) year Balanced Budget)

| | Prior and Current FY Revenues | | | | Balanced Budget |
|--|-------------------------------|------------------------|--------------------------|------------------------|------------------------|
| | Actuals | | Actuals | | |
| | FY 21/22 | as of 5/31/2024 | FY 23/24 | Approved FY 23/24 | |
| Revenue | | | | | |
| Bogart Regional Park | \$ 133,956.80 | \$ 102,566.44 | \$ 98,050.00 | \$ 82,900.00 | \$ 82,900.00 |
| Noble Creek Regional Park | \$ 437,546.88 | \$ 343,203.26 | \$ 266,700.00 | \$ 344,500.00 | \$ 344,500.00 |
| Danny Thomas Ranch | \$ 13,500.00 | \$ 16,500.00 | \$ 18,000.00 | \$ 18,000.00 | \$ 18,000.00 |
| County of Riverside - Property Tax Revenue | \$ 2,978,500.26 | \$ 2,175,204.64 | \$ 1,794,715.00 | \$ 3,240,000.00 | \$ 3,240,000.00 |
| Subtotals | \$ 3,563,503.94 | \$ 2,637,474.34 | \$ 2,177,465.00 | \$ 3,685,400.00 | \$ 3,685,400.00 |
| Park Development, Grants & Funding | \$ 430,536.25 | \$ 221,408.50 | \$ - | \$ - | \$ - |
| Revenue Summary Subtotals | \$ 3,994,040.19 | \$ 2,858,882.84 | \$ 2,177,465.00 | \$ 3,685,400.00 | \$ 3,685,400.00 |
| Expenditures | | | | | |
| Administration | \$ 1,546,591.89 | \$ 1,688,395.05 | \$ 1,525,250.00 | \$ 1,769,500.00 | \$ 1,769,500.00 |
| Board of Directors | \$ 25,940.98 | \$ 62,824.94 | \$ 166,000.00 | \$ 115,500.00 | \$ 115,500.00 |
| Contract/Professional Fee's | \$ 583,286.60 | \$ 344,868.03 | \$ 318,570.00 | \$ 374,500.00 | \$ 374,500.00 |
| Human Resources/Risk Management | \$ 194,284.59 | \$ 213,538.15 | \$ 279,200.00 | \$ 258,000.00 | \$ 258,000.00 |
| Janitorial Supplies/Uniforms | \$ 23,489.45 | \$ 53,669.97 | \$ 30,500.00 | \$ 40,500.00 | \$ 40,500.00 |
| Office Expenses | \$ 97,056.64 | \$ 124,935.85 | \$ 110,930.00 | \$ 120,000.00 | \$ 120,000.00 |
| Public Relations | \$ 16,138.44 | \$ 16,021.45 | \$ 11,775.00 | \$ 40,000.00 | \$ 40,000.00 |
| Recreation | \$ 80,694.06 | \$ 80,941.39 | \$ 106,605.00 | \$ 130,000.00 | \$ 130,000.00 |
| Repairs and Maintenance | \$ 346,219.89 | \$ 301,642.66 | \$ 307,000.00 | \$ 366,400.00 | \$ 366,400.00 |
| Special Events | \$ 155,124.77 | \$ 305,224.15 | \$ 186,500.00 | \$ 216,000.00 | \$ 216,000.00 |
| Utilities | \$ 240,806.43 | \$ 220,055.58 | \$ 268,700.00 | \$ 255,000.00 | \$ 255,000.00 |
| Expenditures Summary Subtotals | \$ 3,309,633.74 | \$ 3,412,117.22 | \$ 3,311,030.00 | \$ 3,685,400.00 | \$ 3,685,400.00 |
| Net Position | \$ 684,406.45 | \$ (553,234.38) | \$ (1,133,565.00) | \$ - | \$ - |



BEAUMONT - CHERRY VALLEY
RECREATION AND PARK DISTRICT
Creating Opportunities for a Healthy Community

**Parks
Make
Life
Better!**



Beaumont-Cherry Valley Recreation and Park District

Budget Detail

The following summarized schedule show a period of 3 years (prior year, current year to date, current year projected and (1) years balanced budget)

| | Prior and Current FY Revenues | | | Balanced Budget |
|---|-------------------------------|--|----------------------|--------------------------------|
| | Actuals FY 22/23 | Actuals FY 23/24 as of 5/31/2024 | Approved FY 23/24 | FY 24/25 Approved: 5/8/2024 |
| Revenue | | | | |
| Bogart Regional Park | | | | |
| Camping | \$ 52,980.07 | \$ 23,406.44 | \$ 30,000 | \$ 20,000.00 |
| Gate Entrance | \$ 46,384.54 | \$ 43,752.00 | \$ 35,000 | \$ 35,000.00 |
| Horse/Dog Entrance | \$ 244.00 | \$ 308.00 | \$ 150 | \$ 200.00 |
| Wood Sales | \$ 64.00 | \$ - | \$ 100 | \$ 100.00 |
| Annual Passes | \$ 20,401.19 | \$ 18,828.00 | \$ 14,000 | \$ 14,000.00 |
| Caretaker Rent | \$ 1,800.00 | \$ 1,400.00 | \$ 3,300 | \$ 2,400.00 |
| RV Dump | \$ 850.00 | \$ 1,180.00 | \$ 500 | \$ 1,000.00 |
| Fishing Passes | \$ 11,233.00 | \$ 13,692.00 | \$ 15,000 | \$ 10,200.00 |
| Totals | \$ 133,956.80 | \$ 102,566.44 | \$ 98,050 | \$ 82,900.00 |
| Noble Creek Regional Park | | | | |
| BYB/SB Registration | \$ 15,400.00 | \$ 3,970.00 | \$ 5,000 | \$ 20,000.00 |
| Caretaker Rent | \$ 2,000.00 | \$ 1,000.00 | \$ 3,300 | \$ - |
| Equestrian Arena | \$ 1,157.52 | \$ 3,761.28 | \$ 1,000 | \$ 2,000.00 |
| Fields | \$ 2,900.00 | \$ 3,450.00 | \$ 5,000 | \$ 5,000.00 |
| Grange | \$ 29,378.50 | \$ 15,880.70 | \$ 20,000 | \$ 15,000.00 |
| NCCC/Franco Garden | \$ 21,066.00 | \$ 13,663.50 | \$ 20,000 | \$ 15,000.00 |
| Park | \$ 1,452.50 | \$ 50.00 | \$ 500 | \$ 200.00 |
| RV Space | \$ 171,368.65 | \$ 81,621.75 | \$ 100,000 | \$ 80,000.00 |
| Snack Bar | \$ 14,427.60 | \$ 16,499.13 | \$ 10,000 | \$ 12,000.00 |
| Thunder Alley Racetrack | \$ 8,393.58 | \$ 9,282.45 | \$ 5,000 | \$ 7,200.00 |
| Station 24B | \$ 1,620.00 | \$ 670.00 | \$ 1,200 | \$ 1,200.00 |
| Franco Garden | \$ 3,337.50 | \$ 325.00 | \$ 5,000 | \$ 5,000.00 |
| NCCC | \$ 11,115.00 | \$ 17,435.00 | \$ 5,000 | \$ 5,000.00 |
| Horseshoe Pits | \$ 50.00 | \$ - | \$ 200 | \$ 200.00 |
| Maintenance Shop "C" | \$ 3,600.00 | \$ 3,150.00 | \$ 4,500 | \$ 4,500.00 |
| Spring Fling | \$ 4,192.00 | \$ 4,255.65 | \$ 4,000 | \$ 4,000.00 |
| Fishing Derby | \$ 4,430.00 | \$ 2,440.00 | \$ 4,000 | \$ 2,000.00 |
| Movies Under the Stars | \$ 830.05 | \$ 3,000.00 | \$ 500 | \$ 200.00 |
| Oktoberfest | \$ 39,065.99 | \$ 30,811.03 | \$ 20,000 | \$ 30,000.00 |
| BYB/SB Parking Fee Days | \$ 1,750.00 | \$ - | \$ 3,000 | \$ 3,000.00 |
| Tournaments | \$ 8,636.46 | \$ 24,263.16 | \$ - | \$ 30,000.00 |
| Winterfest | \$ 8,036.00 | \$ 9,629.00 | \$ 10,000 | \$ 10,000.00 |
| Pumpkin Carve Festival | \$ 2,223.00 | \$ 1,413.00 | \$ 2,000 | \$ 2,000.00 |
| Cinco De Mayo Festival | \$ 5,737.00 | \$ 4,345.78 | \$ 2,000 | \$ 10,000.00 |
| 1K/5K Fun Run | \$ 1,445.00 | \$ 1,030.00 | \$ 1,500 | \$ - |
| Beers Brats & Bogart Bash | \$ - | \$ 421.00 | \$ - | \$ 10,000.00 |
| Adult Softball | \$ 48,217.00 | \$ 48,498.00 | \$ 30,000 | \$ 40,000.00 |
| Contract Instructor | \$ 7,096.70 | \$ 8,559.59 | \$ 4,000 | \$ 6,000.00 |
| Cherry Festival | \$ - | \$ - | \$ - | \$ 25,000.00 |
| Miscellaneous | \$ 18,620.83 | \$ 33,778.24 | \$ - | \$ - |
| Recycling | \$ - | \$ - | \$ - | \$ - |
| Totals | \$ 437,546.88 | \$ 343,203.26 | \$ 266,700 | \$ 344,500.00 |
| Danny Thomas Ranch | | | | |
| House Rental | \$ 13,500.00 | \$ 16,500.00 | \$ 18,000 | \$ 18,000.00 |
| Totals | \$ 13,500.00 | \$ 16,500.00 | \$ 18,000 | \$ 18,000.00 |
| County of Riverside - Property Tax Revenue | | | | |
| Current Secured | \$ 2,493,293.28 | \$ 1,881,980.58 | \$ 1,547,429 | \$ 2,650,000.00 |
| Current Supplemental | \$ 99,511.22 | \$ 86,026.03 | \$ 25,740 | \$ 100,000.00 |
| Current Unsecured | \$ 110,810.20 | \$ 142,812.40 | \$ 91,980 | \$ 110,000.00 |
| Prior Supplemental | \$ 23,607.83 | \$ 39,967.03 | \$ 14,183 | \$ 24,000.00 |
| Prior Unsecured | \$ 9,225.62 | \$ 6,630.83 | \$ 3,570 | \$ 10,000.00 |
| CA Homeowners Tax Relief | \$ 19,407.87 | \$ 10,510.02 | \$ 11,031 | \$ 180,000.00 |
| Redevelopment (RDA) | \$ 1,223.78 | \$ (13,214.58) | \$ 97,997 | \$ 80,000.00 |
| Low Moderate Income Housing | \$ 189,783.78 | \$ 2,308.85 | \$ - | \$ 70,000.00 |





Beaumont-Cherry Valley Recreation and Park District

Budget Detail

The following summarized schedule show a period of 3 years (prior year, current year to date, current year projected and (1) years balanced budget)

| | Prior and Current FY Revenues | | | Balanced Budget |
|---|-------------------------------|--|------------------------|--------------------------------|
| | Actuals FY 22/23 | Actuals FY 23/24 as of 5/31/2024 | Approved FY 23/24 | FY 24/25 Approved: 5/8/2024 |
| Interest | \$ 31,636.68 | \$ 18,183.48 | \$ 2,785 | \$ 16,000.00 |
| Totals | \$ 2,978,500.26 | \$ 2,175,204.64 | \$ 1,794,715 | \$ 3,240,000.00 |
| Subtotals | \$ 3,563,503.94 | \$ 2,637,474.34 | \$ 2,177,465 | \$ 3,685,400.00 |
| Park Development, Grants & Funding | | | | |
| Quimby/Development Impact Fees | \$ 430,536.25 | \$ 115,142.50 | \$ - | \$ - |
| BCVRPIC (Foundation) | \$ - | \$ - | \$ - | \$ - |
| County of Riverside | \$ - | \$ 3,000.00 | \$ - | \$ - |
| Community Development Block Grant | \$ - | \$ 58,266.00 | \$ - | \$ - |
| Per Capita Prop 68 | \$ - | \$ - | \$ - | \$ - |
| Fire Camp | \$ - | \$ 45,000.00 | \$ - | \$ - |
| Subtotals | \$ 430,536.25 | \$ 221,408.50 | \$ - | \$ - |
| Total Revenues | \$ 3,994,040.19 | \$ 2,858,882.84 | \$ 2,177,465.00 | \$ 3,685,400.00 |
| Expenditures | | | | |
| Administration | | | | |
| Salaries | \$ 1,297,977.12 | \$ 1,438,717.43 | \$ 1,241,000 | \$ 1,415,000.00 |
| Employee Insurance | \$ 185,439.42 | \$ 200,593.12 | \$ 228,250 | \$ 287,000.00 |
| Workmans Compensation | \$ 61,839.42 | \$ 47,884.50 | \$ 50,000 | \$ 65,000.00 |
| Employee Reimbursements (Boots/Phone) | \$ 1,335.93 | \$ 1,200.00 | \$ 6,000 | \$ 2,500.00 |
| Totals | \$ 1,546,591.89 | \$ 1,688,395.05 | \$ 1,525,250 | \$ 1,769,500.00 |
| Board Of Directors | | | | |
| Director Fees | \$ 22,200.00 | \$ 14,200.00 | \$ 36,000.00 | \$ 36,000.00 |
| Strategical Planning | \$ - | \$ - | \$ 40,000.00 | \$ 24,000.00 |
| Travel and Conferences | \$ 3,740.98 | \$ 5,717.28 | \$ 40,000.00 | \$ 20,000.00 |
| Board Room | \$ - | \$ - | \$ 50,000.00 | \$ 20,000.00 |
| Election Expense | \$ - | \$ 42,907.66 | \$ - | \$ 15,500.00 |
| Totals | \$ 25,940.98 | \$ 62,824.94 | \$ 166,000.00 | \$ 115,500.00 |
| Contract/Professional Fees | | | | |
| Contract Services | \$ 171,936.92 | \$ 124,650.57 | \$ 123,000.00 | \$ 189,500.00 |
| Professional Fees | \$ 411,349.68 | \$ 220,217.46 | \$ 195,570.00 | \$ 185,000.00 |
| Totals | \$ 583,286.60 | \$ 344,868.03 | \$ 318,570.00 | \$ 374,500.00 |
| Human Resources/Risk Management | | | | |
| On Boarding | \$ 2,618.00 | \$ 2,038.00 | \$ 2,000.00 | \$ 2,000.00 |
| Employee Training & Seminars | \$ 16,686.16 | \$ 14,071.39 | \$ 37,700.00 | \$ 41,500.00 |
| Unfunded Health/Retiree | \$ 82,708.16 | \$ 70,131.38 | \$ 123,500.00 | \$ 87,500.00 |
| Employee of the Quarter/Events | \$ 14,556.27 | \$ 24,150.38 | \$ 36,000.00 | \$ 17,000.00 |
| Liability Insurance | \$ 77,716.00 | \$ 103,147.00 | \$ 80,000.00 | \$ 110,000.00 |
| Totals | \$ 194,284.59 | \$ 213,538.15 | \$ 279,200.00 | \$ 258,000.00 |
| Janitorial Supplies/Uniforms | | | | |
| Janitorial Supplies | \$ 16,694.02 | \$ 48,150.16 | \$ 17,000.00 | \$ 34,500.00 |
| Uniforms | \$ 6,795.43 | \$ 5,519.81 | \$ 13,500.00 | \$ 6,000.00 |
| Totals | \$ 23,489.45 | \$ 53,669.97 | \$ 30,500.00 | \$ 40,500.00 |
| Office Expenses | | | | |
| Office | \$ 61,779.10 | \$ 93,448.16 | \$ 88,930.00 | \$ 87,000.00 |
| Bank/CC Fees | \$ 14,422.76 | \$ 12,899.78 | \$ - | \$ 11,500.00 |
| Telephone/Internet | \$ 20,854.78 | \$ 18,587.91 | \$ 22,000.00 | \$ 21,500.00 |
| Totals | \$ 97,056.64 | \$ 124,935.85 | \$ 110,930.00 | \$ 120,000.00 |
| Public Relations | | | | |
| Business Cards | \$ 1,297.30 | \$ 4,053.61 | \$ 2,000.00 | \$ 5,000.00 |
| Chamber Breakfast/Installation Dinner | \$ 9,291.36 | \$ 8,585.52 | \$ 2,000.00 | \$ 8,000.00 |
| Flowers | \$ 1,305.52 | \$ 2,279.21 | \$ 3,500.00 | \$ 2,000.00 |
| Flag Program | \$ 75.00 | \$ 75.00 | \$ 75.00 | \$ 500.00 |
| Holiday Cards | \$ 288.23 | \$ - | \$ 1,200.00 | \$ 1,500.00 |
| Marketing | \$ 3,881.03 | \$ 1,028.11 | \$ 3,000.00 | \$ 3,000.00 |
| Rebranding | \$ - | \$ - | \$ - | \$ 20,000.00 |
| Totals | \$ 16,138.44 | \$ 16,021.45 | \$ 11,775.00 | \$ 40,000.00 |





Beaumont-Cherry Valley Recreation and Park District

Budget Detail

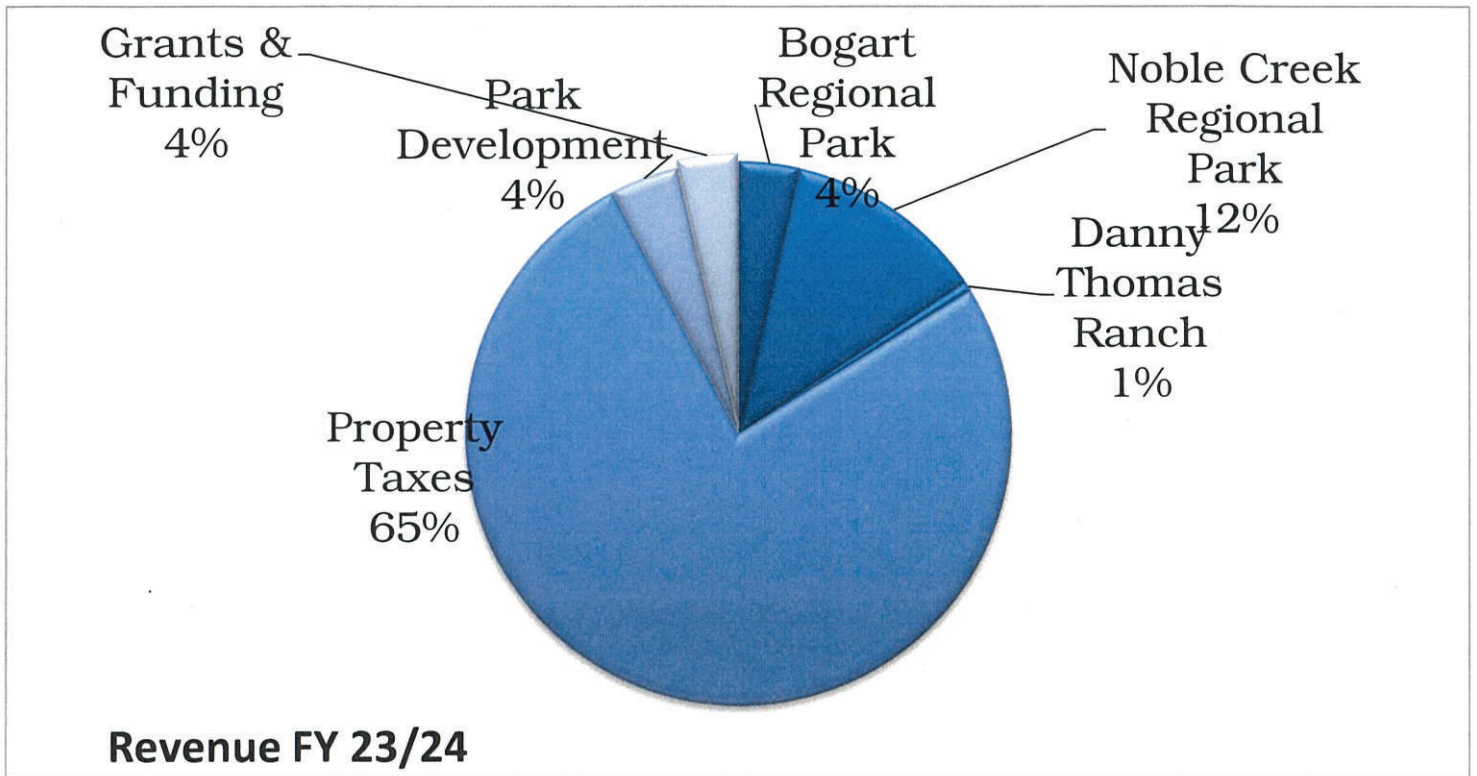
The following summarized schedule show a period of 3 years (prior year, current year to date, current year projected and (1) years balanced budget)

| | Prior and Current FY Revenues | | | Balanced Budget |
|--------------------------------|-------------------------------|--|--------------------------|--------------------------------|
| | Actuals FY 22/23 | Actuals FY 23/24 as of 5/31/2024 | Approved FY 23/24 | FY 24/25 Approved: 5/8/2024 |
| Recreation | | | | |
| Adult Softball | \$ 18,991.96 | \$ 21,111.15 | \$ 18,000.00 | \$ 28,000.00 |
| Equipment Purchases | \$ 16,254.80 | \$ 30,238.79 | \$ 41,000.00 | \$ 52,500.00 |
| Permits/Licenses | \$ 2,923.22 | \$ 2,060.97 | \$ 3,600.00 | \$ 4,500.00 |
| Safety | \$ 12,267.02 | \$ 7,274.35 | \$ 10,000.00 | \$ 8,000.00 |
| Signage | \$ 4,077.75 | \$ 983.81 | \$ 4,500.00 | \$ 3,000.00 |
| Stocking Pond | \$ 9,975.00 | \$ 8,050.00 | \$ 15,000.00 | \$ 15,000.00 |
| Subscriptions/Memberships | \$ 16,204.31 | \$ 11,222.32 | \$ 14,505.00 | \$ 19,000.00 |
| Totals | \$ 80,694.06 | \$ 80,941.39 | \$ 106,605.00 | \$ 130,000.00 |
| Repairs and Maintenance | | | | |
| Bogart Regional Park | \$ 131,331.48 | \$ 55,750.89 | \$ 69,000.00 | \$ 75,500.00 |
| Noble Creek Regional Park | \$ 160,554.81 | \$ 200,724.44 | \$ 207,000.00 | \$ 234,400.00 |
| Danny Thomas Ranch | \$ 28,899.57 | \$ 22,309.35 | \$ 1,000.00 | \$ 25,000.00 |
| Vehicles | \$ 25,434.03 | \$ 22,857.98 | \$ 30,000.00 | \$ 31,500.00 |
| Totals | \$ 346,219.89 | \$ 301,642.66 | \$ 307,000.00 | \$ 366,400.00 |
| Special Events | | | | |
| 4th of July Celebration | \$ - | \$ - | \$ 8,500.00 | \$ 1,000.00 |
| Fishing Derby | \$ 11,287.21 | \$ 1,255.49 | \$ 13,000.00 | \$ 11,000.00 |
| Joint Event Expenses | \$ 5,159.42 | \$ 10,920.54 | \$ 18,000.00 | \$ 18,000.00 |
| Memorial Wall | \$ 1,245.19 | \$ 1,011.30 | \$ 3,000.00 | \$ 3,000.00 |
| Movie Under the Stars | \$ 2,285.30 | \$ 6,021.91 | \$ 3,000.00 | \$ 4,000.00 |
| Oktoberfest | \$ 75,225.81 | \$ 105,121.96 | \$ 70,000.00 | \$ 75,000.00 |
| Pumpkin Carve | \$ 4,147.89 | \$ 500.82 | \$ 5,000.00 | \$ 7,000.00 |
| Spring Fling | \$ 3,610.12 | \$ 4,607.36 | \$ 6,000.00 | \$ 6,000.00 |
| Tournaments | \$ 2,598.83 | \$ 2,638.26 | \$ - | \$ 6,000.00 |
| Welcome Home Vietnam Veterans | \$ 1,870.56 | \$ 1,082.23 | \$ 4,000.00 | \$ 3,000.00 |
| Winterfest | \$ 25,171.66 | \$ 31,812.55 | \$ 25,000.00 | \$ 30,000.00 |
| Arbor Day | \$ 1,058.36 | \$ 145.46 | \$ 2,000.00 | \$ 3,000.00 |
| Beer, Brat & Bogart Bash | \$ 580.00 | \$ 1,043.62 | \$ - | \$ 12,000.00 |
| Misc. City Events | \$ 515.78 | \$ 4,548.00 | \$ 2,000.00 | \$ 5,000.00 |
| Cinco de Mayo | \$ 17,077.59 | \$ 37,612.71 | \$ 20,000.00 | \$ 30,000.00 |
| 1K/5K Fun Run | \$ 3,291.05 | \$ 838.00 | \$ 7,000.00 | \$ 2,000.00 |
| Cherry Festival | \$ - | \$ 96,063.94 | \$ - | \$ - |
| Totals | \$ 155,124.77 | \$ 305,224.15 | \$ 186,500.00 | \$ 216,000.00 |
| Utilities | | | | |
| Electricity | \$ 133,073.08 | \$ 124,918.45 | \$ 122,800.00 | \$ 124,000.00 |
| Gas | \$ 10,118.05 | \$ 5,711.41 | \$ 11,000.00 | \$ 10,000.00 |
| Sewer | \$ - | \$ 666.85 | \$ 1,200.00 | \$ 10,500.00 |
| Trash | \$ 38,575.63 | \$ 43,601.47 | \$ 43,700.00 | \$ 38,000.00 |
| Water | \$ 54,437.09 | \$ 42,329.13 | \$ 85,000.00 | \$ 68,000.00 |
| Propane | \$ 4,602.58 | \$ 2,828.27 | \$ 5,000.00 | \$ 4,500.00 |
| Totals | \$ 240,806.43 | \$ 220,055.58 | \$ 268,700.00 | \$ 255,000.00 |
| Total Expenses | \$ 3,309,633.74 | \$ 3,412,117.22 | \$ 3,311,030.00 | \$ 3,685,400.00 |
| Net Position | | | | |
| Total Net Position | \$ 684,406.45 | \$ (553,234.38) | \$ (1,133,565.00) | \$ - |



Ratios of Revenue Sources

Diversity of revenues is an indicator of any public agency's ability to withstand a major loss in one revenue stream without a significant impact to operations and services. Ideally, an agency should have 3-4 revenue streams that are equally balanced.

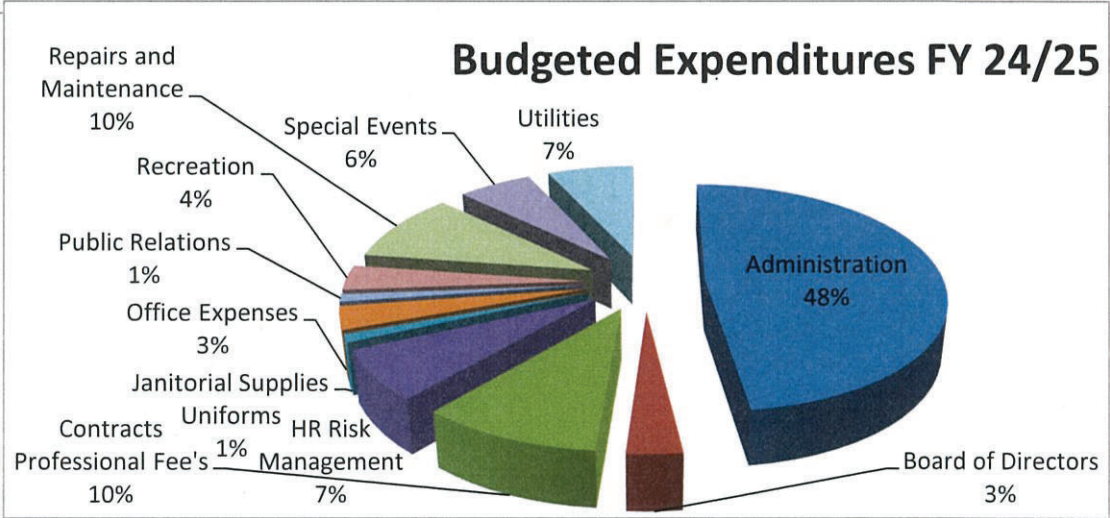
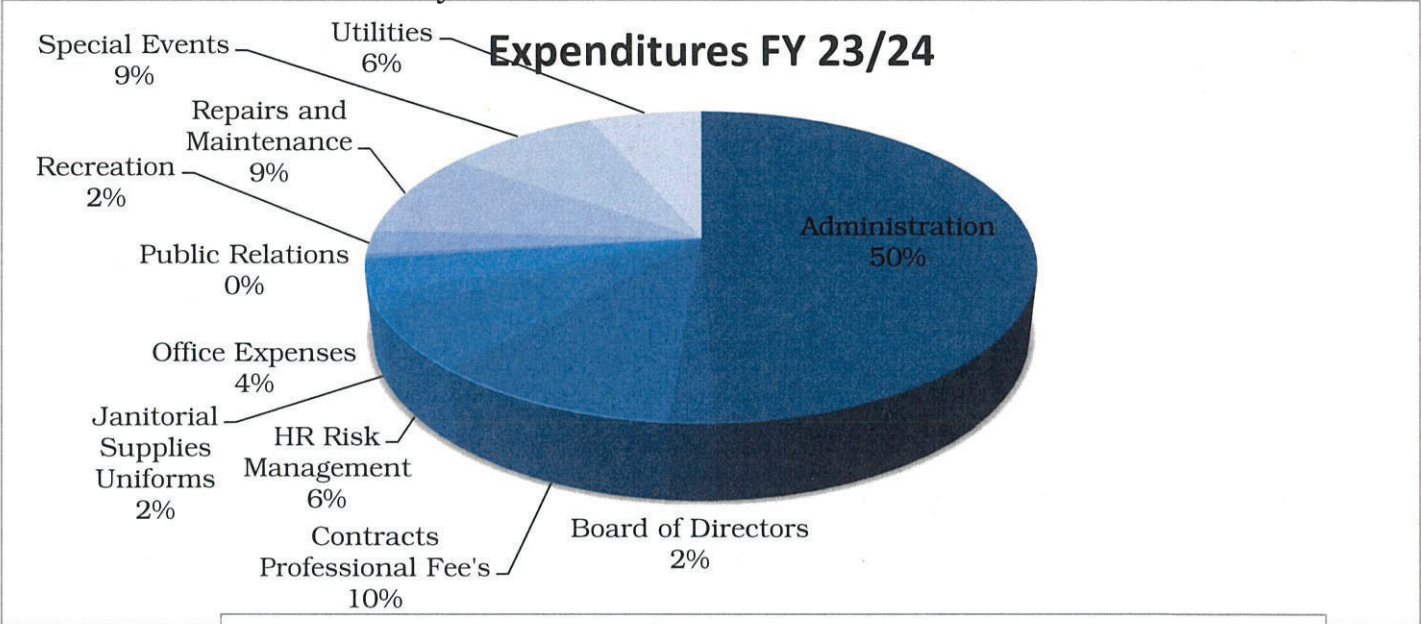


BCVRPD receives approximately 65% of its overall revenues in the form of property taxes, another 17% for services, with the balance from Park Development (Quimby and Developer Impact Fees) and Grant Funding.

Since the Districts revenue stream is not diversified, alternative revenue sources are not readily available to the District other than higher charges for services to allow for further diversification. Moreover, property taxes are a relatively stable revenue source and generally are not subject to impacts during an economic downturn.

Ratio of Expenditures

As a service driven organization, Beaumont-Cherry Valley Recreation and Park District's 23/24 actuals reflects a percentage of 33% for maintaining and 56% for management of existing infrastructure and a percentage of 11% to recreation and community events.



BCVRPD FY 24/25 Budget shows the prediction of 10% for recreation and community events with management dropping to 55% and maintenance increasing to 45%.

These objectives and goals are established by the recommendation of the General Manager and reviewed and established by the Board of Directors.

Net Position

The District conducts an independent audit annually; the last three years reflect an “unmodified” opinion and provides all required reporting to the State Controllers’ Office as required by statutes.

The District’s “Net Position” as reported in its audited financial statements represents the amount by which assets (e.g. cash, capital assets, other assets) exceed liabilities (e.g. debts, unfunded pension and OPEB liabilities, and other liabilities). A positive Net position provides an indicator of financial soundness over the long-term.

The Fiscal Year 21/22 ending net position was calculated by the auditors at \$13,535,992 increasing from last FY by \$842,087 with \$40,000 identified as restricted for pension obligations. As compared to annual revenues and expenditures, this is a significant amount of net position, indicating stability with its ongoing governmental activities for the foreseeable future.



BEAUMONT-CHERRY VALLEY
RECREATION & PARK DISTRICT

Staff Report

Agenda Item No. **5.6**

To: Board of Directors
From: Nancy Law, Executive Assistant
Via: Mickey Valdivia, General Manager
Date: June 12th, 2024
Subject: Approval of Procurement Policy

Background and Analysis:

In 2001 Article 53.5 Recreation and Park Districts [20819 – 20815.5] was added by Stats. 2001, Ch. 15, Sec. 2.) the provisions of this article shall apply to contracts by recreation and park districts as provided in the Recreation and Park District law, Chapter 4 (commencing with section 5780) of division 5 of Public Resources Code.

On January 31st, 2007 the Board of Directors approved Resolution 2007-18 approving and adopting a Bidding Policy for Public Works Projects that the District General Manager has authority to award contracts for new construction estimated to cost less than twenty-five thousand dollars (\$25,000.00).

Staff is recommending a policy to procure Materials, supplies, equipment, services, bidding and approval of contracts as listed. In addition, establish certain delegations of Authority for the General Manager to execute such contracts.


Recommendations:

Staff recommends that the Board review, comment and approve the Procurement Policy.

Fiscal Impact:

There is no fiscal impact to the District.

Respectfully Submitted,


Nancy Law
Executive Assistant



Beaumont-Cherry Valley Recreation and Park District

Policy and Procedures

Policy Section: Operations – 7000

Policy #: 7000-30

Policy Title: Procurement Policy

Purpose

The purpose of the Beaumont-Cherry Valley Recreation and Park District (“District”) Procurement Policy is to establish policies and procedures applicable to procurement of materials, supplies, equipment, services, bidding and approval of contracts related to the construction of improvements to, new or existing, District structures, buildings or facilities projects and other capital improvements (“Projects”), including maintenance, pursuant to Government Code Section 54202. In addition, to establish certain delegations of authority for the General Manager to execute contracts and does not apply to operating expenses such as payroll, utilities, and employee benefits.

Policy

The Board of Directors delegates to the General Manager the authority to execute contracts as follows without prior approval from the Board.

- I. Contracts for the procurement of materials, supplies and equipment, including vehicles (“Goods”) up to \$35,000 without advertising for bids. Including cooperative purchasing as set forth in Section X.

For items where the cost exceeds \$35,000 up to \$50,000, the General Manager shall solicit at least three (3) quotes (where possible) from qualified vendors and shall determine which vendor provides the best value, considering quality as well as price. If the item is not readily available or a specific type is required to fit with existing District equipment, the General Manager shall note the justification for sole source acquisition as set in Section X. The General Manager shall report the approval of the contract to the Board.

- II. Contracts for serves to perform maintenance or construction work up to \$35,000 without advertising for bids.

For Contracts above \$35,000 up to \$50,000, the General Manager shall solicit at least three (3) quotes (where possible) from qualified vendors and shall determine which vendor provides the best value, considering quality as well as price. If at least two quotes are not received, the General Manager shall note the justification for sole source acquisition as set in Section X. The General Manager shall report the approval of the contract to the Board.

- III. Contracts for other services, not including professional services described in subsections II and IV in this policy, up to \$35,000 without advertising for bids.

For Contracts above \$35,000 up to \$50,000, the General Manager shall solicit at least three (3) quotes for the work (where possible) from qualified vendors and shall determine which vendor provides the best value, considering quality as well as price. If at least two quotes are not received, the General Manager shall note the justification for sole source acquisition as set in Section X. The General Manager shall report the approval of the contract to the Board.

- IV. Professional services up to \$35,000. Professional services by law do not require bidding, however, the selection of private architectural, landscape architectural, engineering, land surveying or construction project management firms shall be based on demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services required.

For such contracts above \$35,000 up to \$50,000, the General Manager shall solicit proposals from at least three (3) consultants and based on proposals received, shall determine which consultant provides the best value, has demonstrated competence and experience in the type of services required. If at least two proposals are not received, the General Manager shall note the justification for sole source procurement as set in Section X. The General Manager shall report the approval of the contract to the Board.

- V. Emergency contracts as further specified below in Section X. without advertising for bids and with no limits on amount.
- VI. In addition to the authority to execute maintenance, construction or professional services as set in Section IV, the General Manager shall have the authority to approve increases in all such contracts up to 10% of the contract amount. All such changes shall be reported to the Board.

- VII. The policies and procedures provided in this Policy are summarized below:

| <i>Purchase Limit</i> | <i>Minimum Number of Quotes/Gids Sought</i> | <i>Form of Quotes/Bids</i> | <i>Approval Authority</i> |
|-----------------------|---|----------------------------|---------------------------|
|-----------------------|---|----------------------------|---------------------------|

I. Goods – materials, supplies & equipment

| | | | |
|---|---|------------------------|-----------------|
| Up to \$35,000 | Not required | Verbal or Written | General Manager |
| Over \$35,000 up to \$50,000 | 3 | Written | General Manager |
| Over \$50,000 | 3 | Written | Board |
| Over \$50,000 and for materials, supplies & equipment for use in any new construction or improvement. | Advertise for all bids as provided in Section X | Formal in Written Form | Board |

II. Services for maintenance or construction work

| | | | |
|------------------------------|---|------------------------|-----------------|
| Up to \$35,000 | Not required | Verbal or Written | General Manager |
| Over \$35,000 up to \$50,000 | 3 | Written | General Manager |
| Over \$50,000 | Advertise for all bids as provided in Section X | Formal in Written Form | Board |

III. Other Services

| | | | |
|------------------------------|--------------|-------------------|-----------------|
| Up to \$35,000 | Not required | Verbal or Written | General Manager |
| Over \$35,000 up to \$50,000 | 3 | Written | General Manager |
| Over \$50,000 | 3 | Written | Board |

IV. Professional Services

| | | | |
|------------------------------|--------------|-------------------|-----------------|
| Up to \$35,000 | Not required | Verbal or Written | General Manager |
| Over \$35,000 up to \$50,000 | 3 | Written | General Manager |
| Over \$50,000 | 3 | Written | Board |

V. Emergency Goods and Services

| | | | |
|---------------|--------------|-------------------|---|
| No limitation | Not required | Verbal or Written | General Manager with notice to Board at next meeting. |
|---------------|--------------|-------------------|---|

VIII. All contracts over \$35,000 and up to \$50,000, along with their price, shall be reported to the Board at the earliest practicable time after the contract has been executed.

IX. Bidding and Procurement Procedures for Public Construction Improvements of Work Estimated to Cost more than \$50,000.

Where any improvements or unit of work is estimated by the General Manager to cost more than \$50,000 or the procurement of the materials and supplies for use in any new construction work or improvement will cost exceeds \$50,000, the District shall award the contract to the lowest responsible bidder(s) and in compliance with the following bidding procedures and:

- a. The work may be performed in one or more contracts and the call for bids shall state whether the work shall be awarded as a single unit or divided into severable parts.
- b. The call for bids shall describe the project and shall invite and specify procedures for the submission of sealed bids for such projects. The call for bids shall describe how to obtain information regarding the project in order to submit such a bid and shall specify the deadline for submission of bids and the time for their opening.
- c. The District shall advertise the work by publishing the call for bids three (3) times in a daily newspaper of general circulation printed and published within the District boundaries or two (2) times in a weekly newspaper of general circulation printed and published within the District boundaries.
- d. At the time set for the opening of bids, the General Manager or District Representative shall open and review all bids and shall determine which is the lowest responsible bidder(s).
- e. Contract(s) with the lowest responsible bidder(s) shall be approved by the Board prior to execution.
- f. For any public works or improvement contracts, the Board shall require the successful bidder(s) to file with the Board for its approval good and sufficient labor and materials and faithful performance bonds in compliance with Civil Code Section 9000 et seq.
- g. The Board may reject any and all bids and may perform the work by force account or by contracting in the open market or may acquire the materials and supplies in the open market.
- h. In the event no bids are received, the Board may direct the General Manager to rebid the project or may proceed under section (IX.g.)
- i. Construction change orders may be approved by the General Manager without prior approval of the Board of Directors in amounts up to 10% of the contract cost. In such a case, the General Manager shall inform the Board of this action at the earliest practicable time. Change orders for more than 10% of a contract price must be approved by the Board of Directors prior to execution.

X. Exceptions

- a. Emergency condition. An emergency is defined as a breakdown in machinery or equipment resulting in the interruption of an essential service, or threat to public health, safety, or welfare. In the case of an emergency requiring the immediate purchase of supplies, materials, equipment or contractual services, the General Manager hereby is authorized to secure in the open market, without bidding, at the lowest obtainable price, any supplies, materials, equipment or contractual services required, regardless of the amount of the expenditure and to report such action to the Board at its next meeting, in compliance with Public Contract Code Section 22050.
- b. Limited availability/sole source. Occasionally, required supplies, material, equipment, or services are of a proprietary nature, or are otherwise of such specific design or construction, or are specifically desired for purposes of maintaining cost effective system consistency, as to be available from only one source. After reasonable efforts to find alternative suppliers, the General Manager may make or may recommend making the purchase from the sole source.
- c. Cooperative purchasing. The District shall have the authority to join with other public jurisdictions in cooperative purchasing agreements or to buy directly from a vendor at a price established by competitive bidding by another public jurisdiction in substantial compliance with this policy, even if the District has not joined with the public agency in a formal agreement. The District also may purchase from the United States of America or any state, municipality or other public corporation or agency without following formal purchasing procedures as defined in this policy.

XI. Review

The Board of Directors will review this policy annually.



Staff Report

Agenda Item No. **5.7**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: June 12, 2024

Subject: Approval to Change August 14th Board Meeting Time

Background and Analysis:

Riverside County 5th District Supervisor Yxstian Gutierrez is hosting the State of the 5th District event on August 14th, 2024, at Morongo Resort in Cabazon at 5:00p.m. The next scheduled BCVRPD board meeting is August 14th at 5:00p.m. The Foundation approved a sponsorship for the dinner in the amount of \$5,000 which includes a reserved table with dinner for 10. Many, if not all, of the board members plan to attend the dinner and presentation and therefore will be unavailable for a meeting here at a conflicting time.

At the Foundation meeting last month, the Board agreed to move the BCVRPIC meeting to 1:00 on Wednesday, August 14th. Staff is requesting that the Board consider moving the regular meeting to 1:05, immediately following the Foundation meeting.

Fiscal Impact:

There will be no Fiscal Impact related to changing the meeting time.

Recommendations:

Staff recommends that the Board review and approve changing the August 14th board meeting start time to 1:05p.m. to accommodate those who are planning to attend Supervisor Gutierrez's State of the District event.

Respectfully Submitted,

Deidre Chatigny
Human Resources Administrator/Clerk of the Board

**SUPERVISOR
YXSTIAN GUTIERREZ**

INVITES YOU TO THE

**STATE 5TH
OF THE
DISTRICT**

**AUGUST 14TH
5PM - 8PM**

**MORONGO BALLROOM
49500 SEMINOLE DRIVE
CABAZON CA, 92230**

SAVE THE DATE
WWW.RIVCODISTRICT5.ORG





Staff Report

Agenda Item No. **5.8**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: June 12, 2024

Subject: Approval of FTE Position Additions and Updates

Background and Analysis:

The District is involved in a great number of events every year, from graduation parties and baby showers with 35 people to (now) the Cherry Festival with 20,000. These events all require a great deal of coordination internally with an employee familiar with the facilities and procedures required to host an event. As the District looks to expand and regionalize, the ability to work with other entities will be paramount and this position will allow Staff to communicate and act as a liaison to make the transition as seamless as possible for all involved. The Athletic Facilities Coordinator is responsible for the activity on the fields at Noble Creek and the Activities Coordinator is responsible for planning and creating events for the community on a large scale. Staff feels that there is a missing element in the coordination of events that does not necessarily fall under either of those two umbrellas.

In response, Staff would like to create a new full-time equivalent position called the Event Operations Manager and the complete job description is attached. The position will include duties such as: planning events, providing facility tours, negotiating contracts, managing resources, reviewing vendor packages, overseeing Special Projects Associates, Casuals, and Maintenance (at events). This position will work closely with the Athletic Facilities Coordinator and the Activities Coordinator and the employee will report to the Executive Assistant. He or she will also be responsible for events related to the Foundation. The role will require a four-year degree which justifies the "Manager" title.

With the proposed addition of the new FTE position, Staff also recommends that the Board approve updates to the Athletic Facilities Coordinator and Activities Coordinator positions as well. Staff would like to upgrade the positions from "Coordinator" to "Manager" and add a four-year degree or equivalent experience component to the job descriptions. Additionally, Staff recommends changing the salary range from \$53,240-\$66,560 annually for the Activities Coordinator to \$66,560 - \$85,000. The Athletic Facilities Coordinator position is currently non-exempt and the recommendation is that the position change to exempt, with a new salary range of \$66,560 - \$85,000 as well. All three positions would have the same "Manager" title and the same salary range. Any potential candidates will be evaluated based on experience and education. This serves as a retention measure for current employees because it keeps salaries within a competitive range and it also incentivizes them to earn a degree to continue earning a higher salary. It also looks attractive to potential candidates should there be vacancies in the future.

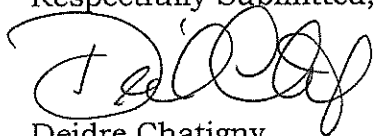
Fiscal Impact:

The fiscal impact will be the cost of adding a new full-time employee which includes salary, benefits, CalPERS contributions, etc. The listed salary range will be between \$66,560 and \$85,000 annually. There is also potential for additional salary amounts paid for the Activities Manager and Athletic Facilities Manager positions because it increases the upper salary range amount.

Recommendations:

Staff recommends that the Board review, comment and approve the addition of a new full-time equivalent Event Operations Manager position, and the adjustments to the Athletic Facilities Coordinator and Activities Coordinator job titles.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Deidre Chatigny', written in a cursive style.

Deidre Chatigny
Human Resources Administrator/Clerk of the Board

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



**Parks
Make
Life
Better!**

POLICY AND PROCEDURES MANUAL

Title: Event Operations Manager

Dated: June 12, 2024

Salary Range: \$66,560 - \$85,000

DEFINITION

The Event Operations Manager is an “Exempt”, “Full-time” position as defined in the Beaumont-Cherry Valley Recreation and Park District employee handbook and is subject to the safety sensitive guidelines of the District. The Event Operations Manager will perform highly specialized and complex duties under the direction of the General Manager (GM). This will include but is not limited to varied professional work in the research, development and operation of events. The EOM will work closely with the Athletic Facilities Coordinator to schedule events around existing facility rentals and plan events accordingly. The EOM will work with the Activities Coordinator to plan events that promote the District and help drive community involvement. The primary schedule will be Monday – Friday but the EOM must be available evenings, weekends, and during special events as well as by phone. This position serves as the District’s representative at the discretion of the General Manager. This position will receive 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

The Event Operations Manager receives direct supervision from the Executive Assistant. The Event Operations Manager receives general supervision from the General Manager. The Event Operations Manager exercises supervision over Special Projects Associates, Casual Recreation Assistants, and Maintenance staff.

ESSENTIAL FUNCTIONS – *Essential and other important responsibilities may include, but are not limited to, the following:*

- Essential functions are defined by the nature of the project.
- This position will meet with groups and individuals to identify needs and develop plans for events that occur on District property or in concert with the District.
- Create and perform contract negotiations with other public and private entities as they relate to events that involve the District.
- Manage resources related to events.
- Prepare vendor packages and ensure that all requirements are met before participation in District events.
- Conduct detailed and complex studies and assist in problem resolution; collect, compile and analyze information.
- Organize District events and act as the lead with the assistance of other departments.
- Evaluate existing events and make recommendations to institute changes accordingly.

- Determine potential impacts to District operations and finances, and reports findings.
- Confer with other organizations regarding development and implementation of special events.
- Required to drive an automobile to perform various duties.

MARGINAL FUNCTIONS

- Other duties may also be performed; not all duties listed are necessarily performed by each individual holding this position.
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Attend facility user meetings, banquets, and events when necessary.

QUALIFICATIONS – *The General Manager has the ability to require or waive any qualifications as determined by the job assignment*

- Must possess a four-year degree from an accredited institution.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Must possess and maintain a CA Driver's License and insurance.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certifications.
- Dress in an appropriate manner consistent with job expectations.
- Acquire within 30 days Sexual Harassment Avoidance training.

Knowledge of:

- Event planning
- Advanced computer skills
- Positive public relations etiquette
- Facility use coordinating
- Purchasing procedures
- Contract negotiation
- Resource management
- Time management and effective scheduling
- General supervisor procedures

Ability to:

- Communicate clearly, verbally and in writing.
- Prepare comprehensive and accurate reports.
- Work effectively with sensitive and confidential information in a political environment.
- Adjust to shifting priorities and timelines.
- Work as part of a team.
- Establish and maintain effective working relationships with other employees and the public.
- Must have the ability to work independently in the absence of supervision.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

Experience & Education - *Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying.*

- Education: Completion of a bachelor's degree in a related field is required.
- Experience: 4 years' experience in a high-level position and a minimum of two years' supervisory experience. Desired experience in a position with similar duties, preferably within a local government.

PHYSICAL REQUIREMENTS

- Ability to communicate orally with District management, staff, and the public.
- Sit and/or stand for extended periods of time.
- Hearing and vision required to be within normal ranges.
- Ability to lift up to 50 pounds.
- Required to carry, push, pull, lift, walk, run, crouch, reach, climb, stoop, kneel and bend.

CONDUCT STANDARD

Interact with General Manager, employees, customers, and the public in a positive, cooperative, and supportive manner.

ENVIRONMENT

The Events Operation Manager may work from home, satellite office or within the confines of the District properties at the discretion of the General Manager. The EOM may be exposed to inclement weather and exposure to water, dust, dirt, chemicals, noise, snow and wind.

PBEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT



POLICY AND PROCEDURES MANUAL

Title: Athletic Facilities Manager

Dated: June 12, 2024

Hourly Rate: \$66,560 - \$85,000

DEFINITION

The Athletic Facilities Manager (**AFM**) is a “Full Time”, “Exempt” position as defined by the BCVRPD Employee Handbook and is subject to the safety sensitive guidelines of the District. The **AFM** supervises and organizes Adult and Youth recreation programs and activities for the District in the assigned areas. The **AFM** will also solicit and expand travel baseball/softball tournaments making Noble Creek Park a year-round venue. The **AFM** will partner with local and regional entities to expand and host large tournament opportunities. Additionally, the **AFM** will assist the Activities Manager with facility rentals of the non-athletic amenities of the District. The **AFM** will act as a liaison between the Assistant Maintenance Superintendent (AMS) and lower-level maintenance staff. This position will review the District calendars and prepare field staff schedules in accordance with the various duties. This position may act in a lead capacity over lower-level employees and plan, participate and supervise lower-level maintenance department staff. The **AFM** will prepare the purchase orders and submit them to the Executive Assistant and the Assistant Maintenance Superintendent. The **AFM** will work cooperatively with the AMS to develop safety standards. Finally, the **AFM** will plan, develop and execute special events in cooperation with the Assistant Maintenance Superintendent (AMS), Activities Manager (AM), Event Operations Manager and Assistant Athletic Manager (AAM).

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Executive Assistant.

Receives general supervision from the General Manager.

Exercises lead supervision over the Casual Recreation Employees, and Part-Time Maintenance employees at the direction of the Assistant Maintenance Superintendent.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Organize, supervise, and direct a participation program for recreation activities within the assigned area, which may include but are not limited too; Youth baseball/softball, Adult slo-pitch/Fast pitch, individual sports, instructional classes, Athletic events, after school recreational programs, and other related team sports.
- This position will meet with groups and individuals to identify needs and develop programs of interest to the community.
- Evaluate existing programs and institute changes accordingly.
- Responsible in coordinating activities, programs, and special events. Ensure all services and preparations are in order and scheduled.

- Ensure all calendars are updated accordingly.
- Responsible for contacting local businesses and individuals for obtaining donations for events.
- Leads and works with the Assistant Athletic Manager, Part Time Maintenance Employees, and Casual Recreation Employees.
- Makes specific work assignments to field crews and checks work progress periodically.
- Coordinates and performs maintenance responsibilities for athletic events (ex. Field prep, maintenance, and other maintenance related duties required to upkeep the fields.)
- Keeps records of work completed, materials used, and crew time on projects.
- Oversee and provide leadership to lower-level maintenance staff during athletic events.
- Assist in determining the need of equipment, materials, etc. for projects.
- Follows purchase order procedures.
- Perform maintenance as prescribed the AMS.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Required to drive an automobile to perform various duties.
- Identify safety issues related to grounds and facilities. Identify, implement and enforces necessary safety practices. Works cooperatively with the AMS to remedy any safety issues.
- Conduct safety inspections of grounds/fields in coordination with the AMS.
- Maintain necessary records and reports, i.e.: SDS sheets/records.
- Works cooperatively with AMS to mitigate maintenance issues.
- Identify problems and take effective course of action.
- Assists in the development and implementation of long-range goals, policies and procedures.
- Insure all necessary equipment and services are scheduled and in order.
- Makes recommendations on disciplinary problems.
- Required to Reschedule events and duties during any unforeseen after hour emergencies such as Fire Camp.
- Meet with perspective users to provide information regarding the facilities capabilities and services to users and potential users of facilities.
- Determine equipment, personnel, licenses, and other services required for events and facility users.
- Create and review facility use contracts, expenses, reports, licenses, insurance and other arrangements prior to each use. Determine user fees for facilities, events, equipment, and other services.
- Identify staffing needs and provide appropriate training.
- Responsible for employee scheduling.
- Develop budgets and action plans.
- Calculate estimates and final costs to users for facilities, equipment, personnel, etc. and prepare cost settlement data.
- Promote and advertise athletic events.
- Plan, develop, and execute athletic events.

- Responsible for overall direction, coordination and evaluation of department employees.
- The AFM will coordinate with the Human Resources the execution of the employee evaluations.
- Required to engage in public speaking.
- Will be required to prepare staff reports.
- Provide oral or written reports to the Board of Directors at the request of the GM.

MARGINAL FUNCTIONS

- Deals with other public agencies in coordinating athletic events.
- Work cooperatively with the Activities Manager providing summer, seasonal and Athletic events.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Create, update and revise procedures within the department.
- Attend District trainings and seminars etc. when required.
- Assist the EOA and AMS with processes for broken and/or damaged property
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Assist in general office duties.

QUALIFICATIONS

- Must possess BA Degree from accredited college in Recreation & Parks Management, Physical Education, Business Management, Sports Management, Tourism Development, Public Administration, and/or 5 years of work experience in a closely related field.
- Relatable work experience may be a factor to circumvent college degree requirement.
- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass background check.
- Must pass pre-employment physical and drug test
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.

Knowledge of:

- Basic principles of supervision.
- Department operation and procedure manuals.
- Athletic games and facilities.
- Sports Leagues, tournaments, and games and contests.
- Operational knowledge of programming irrigation controllers.
- Fertilizer and pesticide composition and application.
- Mowing techniques, athletic field prep and tear down, and safety procedures.
- Occupational hazards and safety practices.
- Conflict resolution.
- Time management and effective scheduling.

- Computers and applicable programs: Microsoft office, internet, excel, word, publisher, power point.
- Emergency and safety procedures of the District.
- Principles and techniques of planning and organizing.
- Athletics department operations and procedures.
- Operation and maintenance requirement of various park equipment and machinery.
- The use of equipment and tools used in grounds maintenance.
- Safety and incident procedures and completing incident/accident reports.
- Safety procedures involving pesticides, herbicides, and related chemicals used in park maintenance.
- Riverside County Environmental Health Standards and Expectations.

Ability to:

- Work independently without immediate supervision.
- Supervise the work of the Athletic Manager, Casual Recreation Employees, and PT-Maintenance workers (During Athletic Events) and provide assistance as necessary.
- Perform manual labor.
- Identify potential safety hazards and work with AMS to remedy.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.
- Work under time pressure.
- Multi-task.
- Prioritize/ Time Management
- Establish and maintain cooperative relationships with the public and employees.
- Prepare and maintain records and reports.
- Work irregular shifts, holidays, and weekends as scheduled.
- Provide training and assistance to others as required.
- Anticipate, schedule and coordinate operations and service needs.
- Anticipate service needs and contract instructors. Identify problems and take effective course of action.
- Participate in forecasting for yearly budgeting needs.
- Identify problems and take effective course of action.
- Work in inclement weather conditions.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS

Essential and marginal functions may require maintaining physical conditions necessary to perform the job.

Ability to communicate with the General Manager, District Management, Staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 50 lbs. frequently and 100 pounds occasionally. Read at or above the equivalent to the twelfth-grade level. Occasionally stoop, kneel or crouch. Sufficient

manual dexterity required to operate equipment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

BEAUMONT CHERRY VALLEY RECREATION AND PARK DISTRICT

POLICY AND PROCEDURES MANUAL

TITLE: Job Description – Activities Manager

Dated: June 12, 2024

Salary Range: \$66,560.00 - \$85,000.00 Annually

DEFINITION

The Activities Manager (AM) is an “Exempt”, “Full Time” position as defined by the BCVRPD Employee Handbook and is subject to the “safety sensitive” guidelines of the District. The AM performs a full range of duties. This position coordinates all recreational programs, classes, and special events of the District. The AM oversees department positions pertaining to planning and executing programs, classes and special events. The AM must be versatile and will assist other departments of the District with a full range of duties including recreation and general office duties. The primary schedule of the AM will be Monday – Friday; however, the AM must be available evenings, weekends and during special events as well as must be available by phone. This position serves as the District’s representative at the discretion of the General Manager. This position will received 40 hours of compensatory time annually.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Executive Assistant.

Receives general supervision from the General Manager.

Exercises general supervision over Casual Recreation Assistants, Special Projects Associates and volunteers.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- This position will meet with groups and individuals to identify needs and develop programs of interest to the community.
- Evaluate existing programs and institute changes accordingly.
- Responsible in coordinating activities, programs, and special events. Ensure all services and preparations are in order and scheduled.
- Ensure all calendars are updated accordingly.
- Responsible for contacting local businesses and individuals for obtaining donations for events.
- Oversee and provide leadership to department staff and volunteers.
- Maintain the District web site and social media site(s).
- Responds to facility user complaints and inquires in an effective and tactful manner.
- Required to drive an automobile to perform various duties.

- Meet with perspective users to provide information regarding the facilities capabilities and services to users and potential users of facilities.
- Determine equipment, personnel, licenses, and other services required for events and facility users.
- Create and review facility use contracts, expenses, reports, licenses, insurance and other arrangements prior to each use. Determine user fees for facilities, events, equipment, and other services.
- Direct special events. Interact with other agencies and private enterprises.
- Prepares a variety of reports and correspondence related to events, finance and facility use. Be responsible for maintaining records of contract instructors.
- Create press releases and interact with media regarding department business/events.
- Identify staffing needs and provide appropriate training.
- Responsible for employee scheduling including but not inclusive to all recreation, classes, facility use and special events.
- Develop budgets and action plans.
- Calculate estimates and final costs to users for facilities, equipment, personnel, etc. and prepare cost settlement data.
- Promote and advertise events, classes, programs, etc.
- Plan, develop, and execute special events.
- Make determinations of equipment needs and recommends appropriate actions by providing estimates and information to acquire approval and purchase order requests. Follow through to completion.
- Responsible for overall direction, coordination and evaluation of department employees.
- The AC will coordinate with the Human Resources the execution of the employee evaluations.
- Required to engage in public speaking.
- Will be required to prepare staff reports.
- Provide oral or written reports to the Board of Directors at the request of the GM.

MARGINAL FUNCTIONS

- Contact local businesses when we are having large events.
- Create, update and revise procedures within the department.
- Attend District trainings and seminars etc. when required
- Assist with office duties in the absence of the receptionist including but not limited to answering phones and retrieving phone messages, taking registrations, receiving payments, mail and RV reservations
- Ensure the cleanliness of buildings working with janitorial service
- Assist the Financial Services Technician/Office Manager and Maintenance Foreman with processes for broken and/or damaged property
- Attend District meetings as directed and prepare reports pertaining to such meetings.
- Attend facility user meetings, banquets and events when necessary

- Other duties, special projects and responsibilities may be required. Not all duties are necessarily performed by each individual holding this classification.
- Assist in general office duties.

QUALIFICATIONS

- Must possess a four-year degree from an accredited institution.
- Must possess and maintain a CA Driver's license and automobile insurance. Loss of either is cause for discipline up to and including termination.
- Must possess First Aid/CPR (Infant, Child & Adult), and AED certification.
- Must pass fingerprint and background check.
- Must pass pre-employment physical.
- Acquire within 30 days Supervisory training and Sexual Harassment Avoidance training.
- Dress in an appropriate and professional manner consistent with job and safety expectations.

Knowledge of:

- Recreational and instructional programs.
- General supervisor procedures.
- Advanced computer skills and applicable programs including Microsoft office, Web-site design and program scheduling software.
- Facility use coordinating.
- Positive public relations etiquette.
- Purchasing procedures.
- Principles and techniques used in planning, coordination, and servicing a variety of events and facility use.
- Rates and charges associated with the use of public events facilities.
- Health, fire, safety codes, security and emergency procedures affecting the use of district facilities.
- Time management and effective scheduling.
- Safety and incident procedures. Completing incident/accident reports.
- Riverside County Environmental Health Standards and Expectations.

Ability to:

- Update districts website.
- Understand, identify and resolve safety issues.
- Communicate effectively in oral and written form.
- Deliver public presentations.
- Work as part of a team.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must have the ability to work independently in the absence of supervision.
- Follow written and oral instructions.
- Read, write, and communicate the English language at a level necessary for efficient job performance in a group setting, one on one, or communication on the phone.

- Anticipate service needs for events and contract instructors. Identify problems and take effective course of action.
- Receive and account for monetary fees. Participate in forecasting for budgetary purposes.
- Multi-task.
- Coordinate and prioritize in an event driven atmosphere and work under time pressures.
- Work irregular shifts, holidays, and weekends as assigned.
- Identify, understand and be respectful of diverse populations and cultural backgrounds, as well as age and physical ability needs and differences.

Experience & Education:

Any combination of education and experience that would provide the required knowledge and abilities to perform the job is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of a bachelor's degree in a related field is required.

Experience: 4 years' experience in a high-level position and a minimum of two years' supervisory experience in recreation programs, event planning or related fields. Desired experience in a position with similar duties, preferably within a local government.

PHYSICAL REQUIREMENTS

Ability to communicate orally with the General Manager, District management, staff, and the public. Regularly use a telephone for communication. Use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods. Hearing and vision required to be within normal ranges. Carry, push, pull, reach and lift up to 25 lbs. routinely. Read at or above the equivalent to the twelfth grade level. Occasionally stoop, kneel or crouch. Sufficient manual dexterity required to operate equipment. Office and outside environment. Occasionally work in inclement weather such as rain, wind, heat and cold.

CONDUCT STANDARD

Interact with General Manager, employees, customers, Directors, and the public in a positive, cooperative, and supportive manner.

Subject to "random drug testing" because of safety sensitive position.

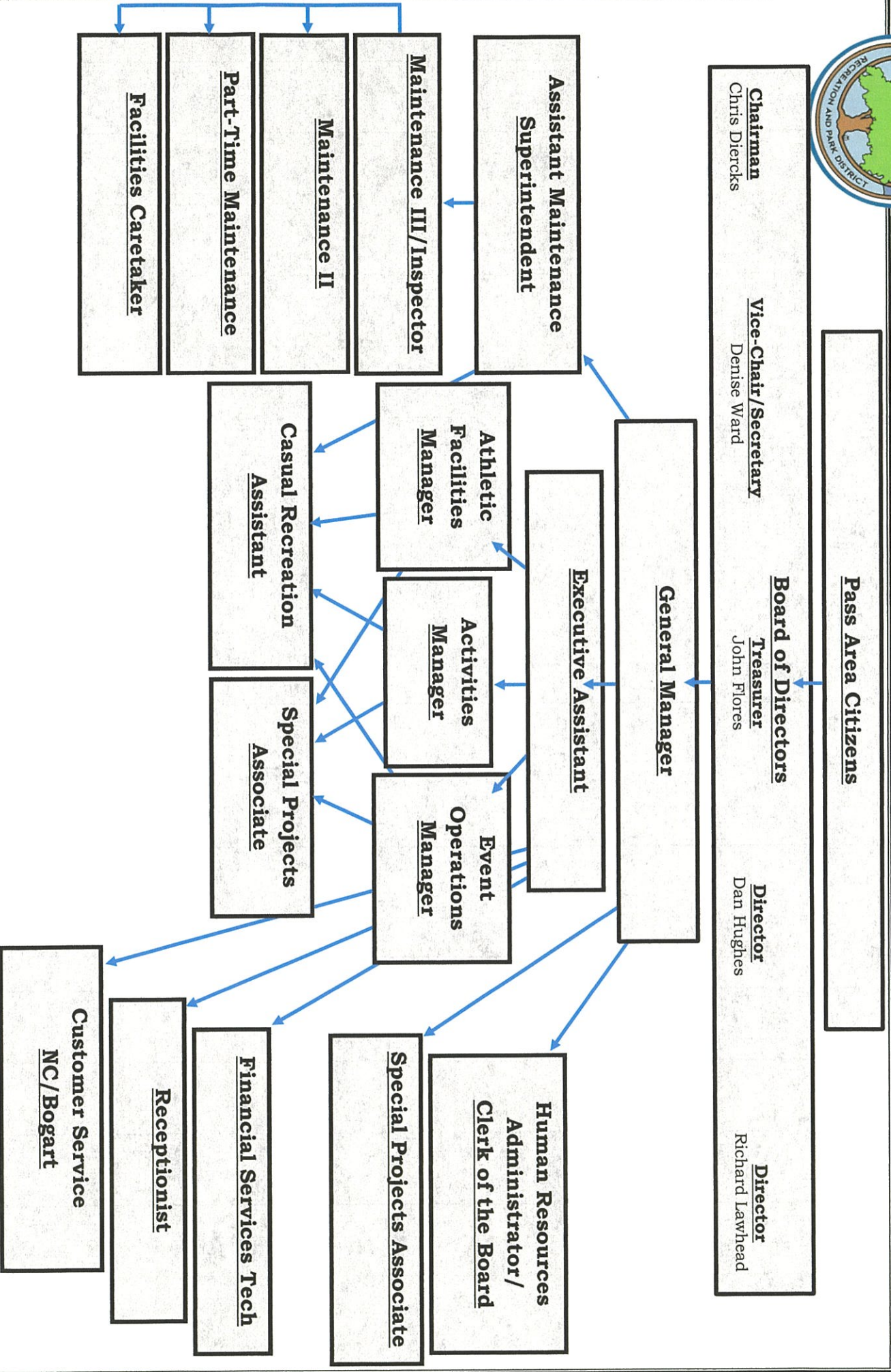
ENVIRONMENT

Office environment and working outside at times in inclement weather and exposure to water, dust, dirt, noise, and wind.



Beaumont-Cherry Valley Recreation & Park District Organizational Chart

6/12/2024





Staff Report

Agenda Item No. **7.1**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: June 12, 2024

Subject: Approval of Strategic Planning Meeting Date

Background and Analysis:

The Beaumont-Cherry Valley Recreation and Park District has many projects to consider moving forward and the Board and staff have a great opportunity to strategically plan the direction in which the District wants to go. The November 2023 session with Henry Garcia provided a great foundation for the District to build upon but there is still a great deal to be discussed and outlined for the future. The original Strategic Planning was scheduled for April 13th in conjunction with the Fishing Derby at Bogart Regional Park. That entire weekend was rescheduled and Staff would like to address the Strategic Planning schedule and determine a date that will work best for all of the Directors.

An important part of the Strategic Planning process is one-on-one interviews with the General Manager, which will be planned and scheduled prior to the workshop.

The Strategic Planning Workshop will be held at Noble Creek Community Center and should last around 4 hours, potential dates to reschedule are as follows:

- o Saturday, August 3rd
- o Saturday, September 14th

Fiscal Impact:

There will be no fiscal impact to the District.

Recommendations:

Staff recommends that the Directors discuss and approve a date to schedule the Strategic Planning Workshop.

Respectfully Submitted,

Deidre Chatigny

Human Resources Administrator/Clerk of the Board



Staff Report

Agenda Item No. **7.2**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: June 12, 2024

Subject: Approval of Workplace Violence Policy – First Reading

Background and Analysis:

California signed Senate Bill 553 (SSB 553) into law September 30, 2023, which requires employers to address workplace violence by implementing basic actions to protect employees while at work. According to OSHA, workplace violence is the second leading cause of fatal occupational injuries in the United States, affecting nearly 2 million American workers annually. The Beaumont-Cherry Valley Recreation & Park District has an Injury and Illness Prevention Program but not a Workplace Violence Policy.

In an effort to protect our employees and comply with SSB 553, Staff has developed a Workplace Violence Prevention Plan in accordance with Labor Code sections 6401.7 and 6401.9. The code requires employers to establish, implement, and maintain a Workplace Violence Prevention Plan effective July 1, 2024. The plan includes prohibiting employee retaliation, accepting and responding to reports of workplace violence, providing employee workplace violence training and communication, emergency response, workplace violence hazard assessments, and maintaining a Violent Incident log.

As required by Labor Code section 6401.9, the plan includes but is not limited to the following: the names of persons responsible for plan implementation, effective procedures for employee involvement, procedures for employers to handle and respond to reports of workplace violence, training provisions, and emergency response protocols. This policy has been reviewed and approved by Best Best & Krieger.

Fiscal Impact:

There will be no fiscal impact to approve a policy at this time, the required training will be included in regular safety meetings.

Recommendations:

Staff recommends that the Board review, discuss, and approve the implementation of the Workplace Violence Policy.

Respectfully Submitted,

Deidre Chatigny

Human Resources Administrator/Clerk of the Board

WORKPLACE VIOLENCE PREVENTION PROGRAM

Beaumont-Cherry Valley Recreation & Park District



Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: June 12, 2024
Date of Last Revision(s): June 12, 2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

Every employee holds a degree of responsibility to prevent workplace violence. The WVPP administrator, Michael Valdivia, General Manager, has the authority and responsibility for implementing the provisions of this plan for Beaumont-Cherry Valley Recreation & Park District, hereafter referred to as “BCVRPD” or “the District”. The following individual(s) are the designated WVPP “Administrators” and have authority and responsibility for implementing the provisions of this plan.

| Responsible Persons | Job Title/Position | WVPP Responsibility(ies) | Contact |
|--|--------------------------------------|---|-------------------------------------|
| Chris Diercks Denise Ward John Flores Dan Hughes Richard Lawhead | BCVRPD Board of Directors | <i>Directors approve the final plan and approve any major changes.</i> | 951-845-9555 |
| Michael Valdivia | General Manager | Overall responsibility for the plan; <i>Mickey presents the final plan and suggests any major changes.</i> | 951-845-9555 mickey@bcvparks.com |
| Deidre Chatigny | HR Administrator | Responsible for employee involvement and training; <i>Deidre organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i> | 909-848-0815 deidre@bcvparks.com |
| Aaron Morris | Assistant Maintenance Superintendent | Responsible for emergency response, hazard identification, and coordination with other employers; <i>Aaron conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i> | 951-243-4342 aaron@bcvparks.com |

Managers and Supervisors’ Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrators regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

Employees’ responsibilities include:

- Complying with the WVPP
- Maintaining a violence free work environment

- Attending all training
- Following all directives, policies, and procedures
- Reporting suspicious persons in the areas and alerting the proper authorities when necessary
- Identifying and reporting potential hazards specific to the employee's jobs, and suggesting corrective measures to be implemented

EMPLOYEE INVOLVEMENT

BCVRPD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Management will have monthly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and address how to correct them. These meetings can involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

- Designing and implementing training

Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.

- Reporting and investigating workplace violence incidents. This also includes the employees' full cooperation with any investigative authority and may include cooperation with local police authority.

In the event of a workplace violence incident, employees will report the incident to their direct supervisor as well as the Human Resources Administrator. He or she will be encouraged to provide the report as soon as possible so that the HR department can begin an effective investigation into the incident. Reports should be submitted via email or in writing to the HR Administrator.

The Human Resources Administrator will investigate the incident within 72 hours and report the necessary information to CAPRI within that time. The investigation may include individual meetings with all parties involved.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. This includes keeping

apprised of any changes/updates to the WVPP.

- Employees are expected to inform their supervisor, HR Administrator or General Manager of any incidents that they suspect may be unsafe and they are encouraged to report without the concern of retaliation. If an employee feels unsafe, he or she may request immediate action.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the BCVRPD Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by awarding a certificate of recognition for safe work practices, to be presented at the quarterly Employee Appreciation luncheon.
- Discipline employees for failure to comply with the WVPP. Refer to the District's existing discipline process for specific disciplinary procedures. The General Manager has the discretion to take any action necessary based on the severity of the WVPP infraction.
- Informing employees during training or during safety meetings of BCVRPD's policy prohibiting retaliation against employees who report workplace violence or threats of violence.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.

- Supervisors and employees should be able to communicate effectively and in the employees' first language. The results of investigations of any employee safety suggestions or reports of concern will be distributed to all employees affected by the concern or posted on appropriate bulletin boards.
- Posted or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, of other violence concerns.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. A SUGGESTION BOX for safety and health concerns is located at Noble Creek Community Center, Receptionist Office. All safety and health suggestions will remain anonymous.
- The results of investigations of any employee safety suggestions or reports of concern will be distributed to all employees affected by the concern or posted on appropriate bulletin boards. Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

BCVRRPD will implement the following effective procedures to coordinate implementation of its plan with other employers working onsite to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, BCVRRPD will ensure that if its employees experience workplace violence incident that BCVRRPD will record the information in a Workplace Violence Prevention Log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

BCVRRPD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by submitting a written account of the incident to the HR Administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, Mickey Valdivia, General Manager.

- Employees can report incidents to their supervisor, HR, or through an anonymous online form:
 - [Workplace Violence Reporting Form](#)

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Any employee who retaliates against a coworker for reporting an incident could be disciplined or terminated, at the discretion of the General Manager.

EMERGENCY RESPONSE PROCEDURES

BCVRRPD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

Radio announcements will be used to alert employees of emergencies. Texts and emails will be sent immediately to notify employees of an immediate threat on the premises.
- BCVRRPD will have evacuation or sheltering plans. Maps of evacuation routes are located in all buildings and all emergency exits are clearly marked. If sheltering in place is the necessary response, all employees will be trained in and will be aware of shelter in place locations and exit routes.
- How to obtain help from staff, security personnel, or law enforcement.
- The following Emergency Contact Numbers are posted on the California & Federal Labor Law Poster in the Employee Break Areas:
 - Ambulance – **911**
 - Hospital – **951-845-1121**
 - Fire Rescue – **911 or 951-845-3718**
 - Physician – **951-769-0079 – Rancho Paseo**
 - Alternate – **909-797-8900 – Yucaipa Urgent Care**
 - Police – **911 or 951-769-8500 (non-emergency)**
- In case of an emergency, an employee should call 911 immediately and describe the situation to emergency personnel. When it is safe to do so, the employee shall notify the WVPP Administrator of the situation and follow further instructions.
- In the event of an emergency, including a Workplace Violence Emergency, contact the following:

| Responsible Persons | Job Title/Position | WVPP Responsibility(ies) | Contact |
|----------------------------|--------------------------------------|--|------------------------------------|
| Aaron Morris | Assistant Maintenance Superintendent | Responsible for emergency response, hazard identification, and coordination with other employers; <i>Aaron conducts safety inspections, coordinates emergency</i> | 951-243-4342 aaron@bcvparks.com |

| | | | |
|--|--|---|--|
| | | <i>response procedures, and communicates with other employers about the plan.</i> | |
|--|--|---|--|

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by BCVRPD to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Daily or weekly review of all submitted and reported concerns
- Workplace Violence Hazards suggestion box
- Online form for reporting workplace violence hazards
- Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

| Specific Person Name/Job Title | Area/Department/Specific location |
|--|--|
| Aaron Morris, Assistant Maintenance Superintendent | Maintenance/Facilities |
| Noah Valdivia, Athletic Facilities Coordinator | Noble Creek Community Center |
| | |
| | |
| | |
| | |

Inspections for workplace violence hazards may include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.

- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. BCVRPD will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated

without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.

- All corrective actions taken will be documented and dated on the appropriate forms. Forms will be submitted immediately to the HR Administrator in writing. Once an investigation has been completed, the corrective actions will be documented and communicated with affected employees.
 - Corrective measures for workplace violence hazards will be specific to a given work area. . One such form is the Workplace Violence Hazard Assessment and Correction Form (Appendix C).
- BCVRPD will provide the following in an attempt to prevent workplace violence hazards, but are not limited to, the following:
 - Improve lighting around and at the workplace.
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Install security surveillance cameras in and around the workplace.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
 - Ensure the adequacy of workplace violence systems.
 - Post emergency telephone numbers for law enforcement, fire, and medical services.
 - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Install effective systems to warn others of a violent danger or to summon assistance, e.g., alarms or panic buttons.
 - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.

- Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
 - Increase awareness through safety training by employees, supervisors, and managers to recognize the warning signs of potential workplace violence.
 - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel and obtain written statements via the District's Workplace Violence Incident Reporting Form.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Complete the Workplace Violence Incident Log (Appendix A) form for every workplace violence incident and ensure corrective actions are taken and that no personal identifying information is recorded in the log reviewing all previous incidents.
- Other post-incident procedures:
 - Support and resources, such as counseling services, are provided to affected employees. These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.
 - Ensure that no personal identifying information is recorded or documented in the

written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

BCVRPD will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures BCVRPD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The Workplace Violence Incident Log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities BCVRPD has for interactive questions and answers with a person knowledgeable about the District's plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.

- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

BCVRPD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by providing a printed copy to all employees upon adoption of the policy and/or when a new employee is hired and maintaining an updated copy on the employee shared drive. In addition, a printed copy will be available in the HR Administrator's office at all times.

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

BCVRPD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **fifteen calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The BCVRPD WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of BCVRPD's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, BCVRPD will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

A serious injury or illness (CCR330) is defined as:

- Any inpatient hospitalization for more than observation
- Amputation
- Loss of an eye
- Serious degree of permanent disfigurement.

It does not include any injury, illness or death caused by an accident on a public street or highway unless the accident occurred in a construction zone.

Retaliation

Applicable law prohibits retaliation against any employee by another employee or the BCVRPD for reporting, filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the District or a federal or state enforcement agency with respect to this WVPP and the compliance therewith. Any retaliation should be reported to the employee’s manager or to Human Resources. Any report of retaliatory conduct will be immediately, objectively and thoroughly investigated. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

Authorization:

I, Michael Valdivia, General Manager of the Beaumont-Cherry Valley Recreation and Park District hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Michael Valdivia, General Manager
Name, Title

Signature

Date

- Appendices:
Workplace Violence Prevention Log (Appendix A)
Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B)



Appendix A Workplace Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Incident Details:

Date: _____
 Day Month Year

Time: _____ a.m./p.m.

| Location(s) of Incident | Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4) |
|-------------------------|---|
| | |
| | |
| | |
| | |
| | |

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It is important to understand that “Workplace Violence Type” and “Type of Incident” have separate requirements. **For this part of the log, “Type of Incident” specifically refers to the nature or characteristics of the incident being logged.** It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical

Where the incident occurred:

**Describe where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.*

Consequences of the incident:

**Including, but not limited to:*

- *Whether security or law enforcement was contacted and their response.*
- *Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.*

Were there any injuries? Yes or No. Please explain:

**Indicate here if there were any injuries, if so, provide description of the injuries*

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted:

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom:

This violent incident log was completed by:

Name

Title

Date

Signature



Appendix B

WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT & CORRECTION FORM

| | |
|--|----------------------------|
| Assessed by: | Title: |
| Workplace Assessed (Area, Department, Specific Location): | Date of Assessment: |

The below checklists are designed to help identify and evaluate workplace violence hazards and unsafe conditions/work practices that may place employees at risk of workplace violence.

I. Workplace Hazard Identification & Assessment

Assessment - Identifying Risk Factors

| Risk Factors | Yes | No | Comments: |
|--|-----|----|-----------|
| Do employees have contact with the public? | | | |
| Do employees exchange money with the public? | | | |
| Do employees work alone? | | | |
| Is the workplace located in an area with a high crime rate? | | | |
| Do employees perform duties that might put them in conflict with others or upset people? | | | |
| Do employees work with individuals known or suspected to have a history of violence? | | | |
| Do employees work near other worksites of businesses not associated with BCVRPD ? | | | |
| Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace? | | | |
| Are there prior frequent reports of abuse or bullying in the workplace by managers, supervisors, or other employees? | | | |

Assessment - Building Interior

| Workplace Assessed | Assessment | Yes | No | Comments: |
|--------------------|---|-----|----|-----------|
| | Are employee ID badges required? | | | |
| | Are trained security personnel accessible to employees? | | | |
| | Could someone hear an employee | | | |

| | | | | |
|--|---|--|--|--|
| | who calls for help? | | | |
| | Are waiting and work areas free of objects that could be used as weapons? | | | |
| | Is furniture in waiting and work areas arranged to prevent employee entrapment? | | | |
| | Are private, locked restrooms available for employees? | | | |
| | Are there any items in the work areas that are attractive to robbers? | | | |
| | Are there working security measures in place that warn others of actual or potential workplace violence danger or that summon assistance? (i.e., alarms, panic buttons) | | | |
| | Are there working security systems in place and located in an effective location? (i.e., door locks, entry codes or badge readers, security windows, surveillance cameras, mirrors, etc.) | | | |
| | Do employees have access to a telephone with an outside line? | | | |
| | Are there postings of emergency escape routes, and emergency telephone numbers for law | | | |

| | | | | |
|--|--|--|--|--|
| | enforcement, fire, and medical services? | | | |
| | Are there effective escape routes from the workplace? | | | |
| | Do employees have a designated safe area where they can go to in an emergency? | | | |
| | Is there a secured entry into the building? | | | |
| | Is there a system in place to alert employees of the presence, location and nature of a security threat? | | | |

Assessment - Building Exterior/Parking Lot

| Workplace Assessed | Assessment | Yes | No | Comments: |
|---------------------------|---|------------|-----------|------------------|
| | Do employees feel safe walking to and from the workplace? | | | |
| | Are the entrances to the building clearly visible from the street? | | | |
| | Is the area surrounding the building free of bushes or other hiding places? | | | |
| | Are security personnel provided outside the building? | | | |
| | Is video surveillance provided outside the building? | | | |
| | Is there enough lighting to see | | | |



Staff Report

Agenda Item No. **7.3**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator

Via: Mickey Valdivia, General Manager

Date: June 12, 2024

Subject: Approval of Agreement for Services between the City of Calimesa and BVCRPD for Recreation and Maintenance Services at Summerwind Park

Background and Analysis:

The Beaumont-Cherry Valley Recreation & Park District successfully operates and maintains several parks and recreation facilities in the area and has done so for many years. The City of Calimesa has a new park located at 1000 Engleman Drive, Calimesa, CA 92320 that requires maintenance and operation services. General Manager Mickey Valdivia has proposed to the City of Calimesa that BCVRPD serve the City by providing parks and recreation, maintenance, and daily opening and closing services for Summerwind Park.

City of Calimesa City Manager Will Kolbow has been Mickey's point of contact for this agreement. The agreement is for a one-year term and the amount of the contract is listed as "not to exceed \$55,000 per calendar year". Staff recommends that the Board assess the contract and give Mr. Valdivia permission to work in concert with the City of Calimesa to enter into an agreement.

Fiscal Impact:

The District will receive payment for services in an amount not to exceed \$55,000 per calendar year.

Recommendations:

Staff recommends that the Board review, discuss, and permit the General Manager to enter into an Agreement for Summerwind Park services with the City of Calimesa.

Respectfully Submitted,

Deidre Chatigny
Human Resource Administrator/Clerk of the Board

**AGREEMENT FOR SERVICES BETWEEN THE
CITY OF CALIMESA AND BEAUMONT CHERRY
VALLEY RECREATION AND PARKS DISTRICT
FOR RECREATION AND MAINTENANCE
SERVICES AT SUMMERWIND PARK**

THIS AGREEMENT is made and effective as of June 17, 2024, between the City of Calimesa, a municipal corporation, (“City”) and Beaumont Cherry Valley Recreation and Parks District, a municipal corporation (“District”).

R E C I T A L S

A. The City implements parks and recreation programs for the enjoyment of the community.

B. On May 13, 2024, the District met with the City Manager and thereafter proposed to serve the City in providing parks and recreation, maintenance, and daily opening and closing services for Summerwind Park located at 1000 Engleman Drive, Calimesa, California 92320 as specified in Exhibit A.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. TERM.

This Agreement shall commence on July 1, 2024, and shall remain and continue in effect for one year, expiring on June 30, 2025, unless sooner terminated pursuant to the provisions of this Agreement.

2. SERVICES.

District shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein. District shall complete a schedule of performance (work hours) up to twelve hours a week or 700 hours annually.

3. PERFORMANCE.

District shall at all times faithfully, competently and to the best of its ability and experience perform all tasks described herein. District shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of District hereunder in meeting its obligations under this Agreement.

4. PAYMENT.

A. The City agrees to pay District monthly the payment rates as provided in Exhibit A. This amount shall not exceed \$55,000 per calendar year for the term of the Agreement unless additional payment is approved as provided in this Agreement.

B. District shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance by the City and approved in writing by the City Manager.

C. District will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of District fees it shall give written notice to District within 30 days of receipt of an invoice of any disputed fees set forth on the invoice.

5. TERMINATION OF AGREEMENT WITHOUT CAUSE.

A. This Agreement may be terminated by either party at any time, for any reason, with or without cause, by giving written notice to the other party at least ten (10) calendar days before the termination is to be effective. District shall immediately cease all work under this Agreement on or before the date the termination is to be effective as specified in the notice.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to District the actual value of the work performed up to the effective date of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, District will submit a final invoice to the City pursuant to Section 4.

6. DEFAULT OF DISTRICT.

A. District's failure to comply with the provisions of this Agreement shall constitute a default. In the event that District is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating District for any work performed after the date of default and can terminate this Agreement immediately by written notice to District. If such failure by District to make progress in the performance of work hereunder arises out of causes beyond District's control, and without fault or negligence of District, it shall not be considered a default.

B. If the City Manager or his/her delegate determines that District is in default in the performance of any of the terms or conditions of this Agreement, it shall serve District with written notice of the default. District shall have ten (10) calendar days after service of said notice in which to cure the default by rendering a satisfactory performance. In the event that District fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. OWNERSHIP OF DOCUMENTS.

A. District shall maintain complete and accurate records with respect to reports, and other such information required by the City that relate to the performance

of services under this Agreement. District shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. District shall provide free access to the representatives of the City or its designees at reasonable times to such records, shall give the City the right to records, shall permit the City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

B. Upon completion of, or in the event of termination of this Agreement, all original documents and computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of District. With respect to computer files containing data generated for the work, District shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

8. INDEMNIFICATION.

A. Indemnity for Services. In connection with its services as specified herein, District shall defend, hold harmless and indemnify the City, and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractor in the role of City officials, (collectively, "Indemnitees"), from any claim, demand, damage, liability, loss, cost or expense (collectively, "claims"), including, but not limited to, death or injury to any person and injury to any property, arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of District or any of its officers, employees, subcontractors, or agents in the performance of its services under this Agreement. District shall defend the Indemnitees in any action or actions filed in connection with any such claims with counsel of the City's choice, and shall pay all costs and expenses, including actual attorney's fees, incurred in connection with such defense.

B. Other Indemnities. In connection with all claims not covered by Paragraph A, District shall defend, hold harmless and indemnify the City, and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of the City officials, (collectively, "Indemnitees"), from any claim, demand, damage, liability, loss, cost or expense (collectively, "claims"), including but not limited to death or injury to any person and injury to any property, arising out of, pertaining to, or relating to District's performance of this Agreement. District shall defend Indemnitees in any action or actions filed in connection with any such claims with counsel of the City's choice, and shall pay all costs and expenses, including actual attorney's fees, incurred in connection with such defense.

9. INSURANCE REQUIREMENTS.

District shall procure and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damages to property, which may arise from or in

connection with the performance of the work hereunder by District, its agents, representatives, or employees.

A. General Liability. One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

B. Workers' Compensation. A program Workers' Compensation insurance or state-approved Self-Insurance Program in an amount, form and as broad as to meet all applicable requirement of the Labor Code of the State of California, including Employer's Liability with one million dollars (\$1,000,000.00) limits, covering all persons providing services on behalf of the Contractor and all risk to such person under this Agreement. Should the Contractor be self-employed, he must certify under Section 3800 of the California Labor Code, the performance of the work for which this Agreement is issued is without employing any person in any manner so as to become subject to the Workers' Compensation Laws of California.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or District shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City Manager, and the City's officers, officials, employees and volunteers are to be covered as insured's as respects: liability arising out of activities performed by or on behalf of District; products and completed operations of District; premises owned, occupied or used by District; or automobiles owned, leased, hired or borrowed by District. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2) For any claims related to this project, District's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of District's insurance and shall not contribute to it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4) District's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

F. Verification of Coverage. District shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, District's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

10. INDEPENDENT CONTRACTOR.

A. District is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of District shall at all times be under District's exclusive direction and control. Neither the City nor any of their officers, employees, agents, or volunteers shall have control over the conduct of District or any of District's officers, employees, or agents except as set forth in this Agreement. District shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. District shall not incur or have the power to incur any debt, obligation or liability whatever against the City, or bind the City in any manner.

B. No employee benefits shall be available to District in connection with the performance of this Agreement. Except for the fees paid to District as provided in the Agreement, the City shall not pay salaries, wages, or other compensation to District for performing services hereunder for the City. The City shall not be liable for compensation or indemnification to District for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES.

District shall keep itself informed of all local, state and federal ordinances, laws and regulations which in any manner may affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. District shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of District to comply with this Section.

12. RELEASE OF INFORMATION.


A. All information gained by District in performance of this Agreement shall be considered confidential and shall not be released by District without the City's prior written authorization. District, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City's City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided District gives the City notice of such court order or subpoena.

B. District shall promptly notify the City should District, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. The City retains the right, but has no obligation, to represent District and/or be present at any deposition, hearing or similar proceeding. District agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by District. However, the City's right to review any such response does not imply or mean the right by the City to control, direct, or rewrite said response.

13. NOTICES.

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as, but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Calimesa
Attention: City Manager
908 Park Ave
Calimesa, California 92320

To District: 

14. ASSIGNMENT.

District shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City.

15. LICENSES.

At all times during the term of this Agreement, District shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. GOVERNING LAW.

The City and District understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Calimesa. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. PROHIBITED INTEREST.

No officer, or employee of the City shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, District, or District's sub-contractors for this project, during his/her tenure or for one year thereafter. District hereby warrants and represents to the City that no officer or employee of the City has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of District or District's sub-contractors on this project. District further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material. In the event of a conflict between the provisions of this Agreement and the exhibits hereto, the text of this Agreement shall prevail.

19. AUTHORITY TO EXECUTE THIS AGREEMENT.

The person or persons executing this Agreement on behalf of District warrants and represents that he or she has the authority to execute this Agreement on behalf of District and has the authority to bind District to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Approved As to Form

City of Calimesa

Quinn Barrow, City Attorney

Will Kolbow, City Manager

**Beaumont Cherry Valley Recreation and
Parks District**

[Redacted], [Title]

EXHIBIT A

SCOPE OF SERVICES

Beaumont Cherry Valley Recreation and Park District will provide the following services at Summerwind Park:

- Park Opening
 - Open parking lot gates and restrooms at 6 AM
 - Three days per week (Friday through Sunday)
 - Estimated time per day: 0.333 hours
 - Cost per day: \$31.34
- Park Closing
 - Close parking lot gates and restrooms at sundown
 - Seven days per week
 - Ensure no vehicles are left parked
 - Inform City staff and/or Riverside County Sheriff's Department if any vehicles are in the parking lot at time of closing
 - Estimated time per day: 0.333 hours
 - Cost per day: \$31.34
- Clean Restrooms
 - One day per week at time of park opening (Saturdays)
 - Clean/sanitize floors, walls and fixtures up to 6 feet from floor
 - Restock toilet paper and associated material as needed
 - Estimated time per day: 0.5 hours
 - Cost per day: \$36.29
- Playground Inspections
 - 2-hour inspections monthly (8 months)
 - 4-hour inspections quarterly (4 months)
 - Annual Cost: \$2,836.02
- Recreation Inquiries and Park Programming
 - Answer park related inquiries both in-person and over the phone, Monday through Friday
 - Development of park programming at Summerwind Park
 - Organize, plan, and implement programming
 - Take reservations for ball field and gazebo
 - Estimated time per day: 1.6 hours
 - Annual Cost: \$24,223.68
- Movies in the Park
 - Organize, plan and implement Movies in the Park
 - Includes staffing, equipment rental, and licensing for movies
 - Other services and materials as needed for a successful event
 - Estimated Cost per Event: \$3,500



Staff Report

Agenda Item No. **7.4**

To: Board of Directors
From: Noah Valdivia, Athletic Facilities Coordinator
Via: Mickey Valdivia, General Manager
Date: June 12, 2024
Subject: Approval to Purchase Forklift

Background and Analysis:

For many years the Beaumont-Cherry Valley Recreation and Park District has rented forklifts for various reasons. Those reasons include moving bleachers for events, heavy items, pallets with materials, and many other maintenance needs. A forklift is an essential piece of equipment that our maintenance department has needed for years. This purchase also removes the need to rent a forklift which costs the district \$1,534.09 per day. Precision Material Handling is offering us a great deal on a brand-new forklift that we operated during the 2024 Cherry Festival. The owner has agreed to extend the warranty and service for an extra year and includes an extended set of forks for projects that require them.

Fiscal Impact:

The Fiscal Impact would be a \$37,604.75 withdrawal of the general fund #10005.

Recommendations:

Staff recommends the Board of Directors review, comment, and approve the purchase of this forklift. This piece of equipment will greatly assist staff when moving larger items around our grounds and in the maintenance yard safely.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Noah Valdivia", written over a light blue horizontal line.

Noah Valdivia
Athletic Facilities Coordinator

**PRECISION
MATERIAL
HANDLING**



268 Office No: 951-849-1101
West Fax No: 951-849-6366

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 5/28/2024 | ES0662279 |

| |
|------------------------------|
| Name / Address |
| BEAUMONT CHERRY VALLEY PARKS |

| | | | | |
|-------------------|------------|-------|----------|----------|
| Make & Model No. | Serial No. | Tech. | Lift No. | P.O. No. |
| TAILIFT SRT PFG25 | PTA52566 | CH | | |

| Item | Description | Qty | Price | Total |
|------------|---|-----|-----------|------------|
| New For... | <p>NEW FORKLIFT TAILIFT SRT PFG25 5000LBS LPG FORKLIFT 3 STAGE MAST 86/189 STROBE LIGHT TURN SIGNALS LED LIGHTS TURN SIGNALS BACK UP ALARM HORN SOLID PNEUMATIC TIRES SUSPENSION SEAT WITH SEAT BELT 4 WAY VALVE FORK POSITIONER KOBOTA ENGINE SIDE SHIFT</p> <p>WARRANTY 3 YEAR / 4000 HOURS DRIVE TRAIN 2 YEAR COMPLETE LESS CUSTOMER DAMAGE OR ABUSE</p> | 1 | 34,900.00 | 34,900.00T |

ABOVE IS AN ESTIMATE BASED ON OUR INSPECTION, and does not cover additional parts or service which may be required after work has began. Occasionally after work has started, worn, broken or damaged parts are discovered which are not evident on first inspection. Estimates on parts and service are current and subject to change. This Estimate reflects present prices, but is subject to adjustment based on manufacturer's price increases, availability and freight charges if required. This estimate, made before disassembling the unit, and includes only the parts and labor listed above. If after disassembly, additional repairs are found necessary, your authorization for the added charges will be obtained before we continue. This estimate is subject to a 10% variance. We will not exceed this variance without your approval. This estimate is good for 30 days upon estimate date. Parts and service are subject to State and Municipal tax, if applicable.

| | |
|--------------------------|-------------|
| Subtotal | \$34,900.00 |
| Sales Tax (7.75%) | \$2,704.75 |
| Total | \$37,604.75 |

Approval Signature: _____ Title: _____ Date: _____



Staff Report

Agenda Item No. 7.5

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator

Via: Mickey Valdivia, General Manager

Date: June 12, 2024

Subject: Cost of Living Adjustment (COLA) & Merit Pay Increases for FY 2024-25

Background and Analysis:

In a typical year, a cost-of-living adjustment (COLA) assists employees and their families with the increases in inflation. Additionally, their buying power remains strong when they maintain pace with COLA. The General Manager's compensation is determined and formalized by a separate Board action; this proposal is for staff only.

Two objectives are achieved by providing consistent COLA increases: 1) it encourages employees to remain with BCVRPD, and 2) it allows the District to maintain competitive salary levels to attract new employees.

Determination of COLA percentages is a data-driven process. The Bureau of Labor Statistics keeps records of consumer prices for the United States, subdivided into multiple categories and regional areas. The District will use this data to determine if a COLA is warranted at this time. During the recession years (2007-2010), many governmental agencies did not approve COLA adjustments because the increase was minimal or there was a decrease.

COLA is determined by comparing the consumer price index at a specific point in the year to the same point in the previous year. COVID-19 has had a profound effect on the economy, as seen by the unusually high inflation experienced in the last several years. For the years between 2023 and 2024, the index for the Riverside-San Bernardino-Ontario area, January to January, has changed from 127.707 to 133.144. This represents a 4.3% increase in 12 months. The calculation for the formula is as follows: 133.144 (current year value) $- 127.707$ (previous year value) $= 5.44$ (difference between the two years). 5.44 divided by $127.707 = 0.0426$, or 4.3%

Fiscal Impact:

The proposed COLA amount was fiscally authorized by passage of the FY 24/25 budget, it was embedded in the FY 24/25 expenditures under "salaries". In the FY 23/24 budget, the District approved \$1,229,500 in salaries and in FY 24/25, salaries were increased to \$1,352,000. This is a net positive change of \$122,500. This is an ample amount to cover the proposed increases.

Recommendations:

Staff recommends that the Board authorize an employee cost of living adjustment of 4.3% and merit pay increases to be determined by the General Manager, effective July 1, 2024.

Respectfully Submitted,

Deidre Chatigny
Human Resources Administrator/Clerk of the Board

Beaumont-Cherry Valley Recreation and Park District
FY 24-25 Balanced Budget

| | Account | FY 23-24 Actual as of: 3/31/2024 | FY 23-24 Budget | FY 24-25 Budget Request | Notes |
|-----|---|--|---------------------|----------------------------|----------------------------------|
| 124 | 50177 Turf Star | \$ 8,604.90 | \$ 12,000 | \$ 14,000 | |
| 125 | 50178 Gophix Gopher Control | \$ 17,819.00 | \$ - | \$ 30,000 | |
| 126 | 50180 Paychecks Flex | \$ 2,197.15 | \$ 2,000 | \$ 5,500 | |
| 127 | 50181 Streamline | \$ 3,120.00 | \$ 5,040 | \$ 3,500 | |
| 128 | 50182 Security | \$ 768.00 | \$ - | \$ 20,000 | |
| 129 | 50183 Clover | \$ 1,773.44 | \$ 3,000 | \$ 4,000 | |
| 130 | Total Contract Services | \$ 104,191.27 | \$ 123,000 | \$ 189,500 | |
| 131 | Dues/Subscriptions/Memberships | | | | |
| 132 | 50205 CARPD | \$ - | \$ 3,000 | \$ 3,000 | |
| 133 | 50206 CSDA | \$ 8,262.00 | \$ 7,300 | \$ 8,500 | |
| 134 | 50207 The Press Enterprise | \$ 1.00 | \$ - | \$ 500 | |
| 135 | 50208 Amazon Prime | \$ 214.37 | \$ 200 | \$ 500 | |
| 136 | 50211 CalPELRA | \$ - | \$ 410 | \$ 500 | |
| 137 | 50212 Chamber Memberships | \$ 80.00 | \$ 600 | \$ 500 | |
| 138 | 50213 CPRS | \$ 555.00 | \$ 1,000 | \$ 1,000 | |
| 139 | 50214 NRPA | \$ 180.00 | \$ 900 | \$ 1,000 | |
| 140 | 50215 GFOA | \$ 160.00 | \$ 160 | \$ 500 | |
| 141 | 50217 The Record Gazette | \$ 59.95 | \$ 60 | \$ 500 | |
| 142 | 50218 STMA | \$ - | \$ 400 | \$ 1,000 | |
| 143 | 50219 CSMFO | \$ 135.00 | \$ 125 | \$ 500 | |
| 144 | 50221 PAPA | \$ - | \$ 200 | \$ 500 | |
| 145 | 50231 Costco | \$ 120.00 | \$ 150 | \$ 500 | |
| 146 | Total Dues/Subscriptions/Memberships | \$ 9,767.32 | \$ 14,505 | \$ 19,000 | |
| 147 | Equipment Purchases - Buildings | | | | |
| 148 | 50245 Grange | \$ - | \$ 6,500 | \$ 7,000 | |
| 149 | 50246 Maintenance | \$ - | \$ 1,000 | \$ 1,000 | |
| 150 | 50247 NCCC | \$ - | \$ 8,000 | \$ 8,000 | |
| 151 | 50250 Woman's Club | \$ - | \$ 4,000 | \$ 4,000 | |
| 152 | 50248 East Snack Bar | \$ - | \$ 800 | \$ 500 | |
| 153 | 50249 Field 6 Utility Building | \$ - | \$ 800 | \$ 2,000 | |
| 154 | Total Equipment Purchases - Buildings | \$ - | \$ 21,100 | \$ 22,500 | |
| 155 | Human Resources/Risk Management | | | | |
| 156 | 50100 Car Allowance | \$ 4,153.86 | \$ 6,000 | \$ 11,000 | |
| 157 | 50102 CalPERS - Retirement | \$ 86,930.53 | \$ 80,000 | \$ 130,000 | |
| 158 | 50103 CalPERS - Unfunded Health | \$ 4,401.24 | \$ 3,500 | \$ 12,500 | |
| 159 | 50104 CalPERS - Unfunded Retiree | \$ 51,493.10 | \$ 120,000 | \$ 75,000 | |
| 160 | 50114 Insurance - Liability (Capri) | \$ 103,147.00 | \$ 80,000 | \$ 110,000 | |
| 161 | 50115 Insurance - Workers comp | \$ 47,884.50 | \$ 50,000 | \$ 65,000 | |
| 162 | 50116 Payroll Tax Expense | \$ 42,494.35 | \$ 35,000 | \$ 52,000 | |
| 163 | 50117 Salaries | \$ 1,144,668.02 | \$ 1,200,000 | \$ 1,352,000 | |
| 164 | 50120 Medical Exam Expense | \$ 1,060.00 | \$ 1,000 | \$ 1,000 | |
| 165 | 50121 Employee Fingerprinting | \$ 648.00 | \$ 1,000 | \$ 1,000 | |
| 166 | 50122 Employee (Shoe) Reimbursement | \$ 900.00 | \$ 5,000 | \$ 2,500 | |
| 167 | 50123 Employee Cellular Reimbursement | \$ - | \$ 1,000 | \$ - | |
| 168 | 50408 Staff Picnic/BBQ | \$ 4,111.07 | \$ 12,000 | \$ 4,000 | |
| 169 | 50409 Staff Appreciation | \$ 18,638.87 | \$ 20,000 | \$ 10,000 | |
| 170 | 50410 Employee of the Quarter | \$ 1,400.44 | \$ 4,000 | \$ 2,000 | |
| 171 | Employee Training & Seminars | | | | |
| 172 | 50125 Conferences | \$ 9,825.33 | \$ 16,000 | \$ 20,000 | |
| 173 | 50126 License Renewal | \$ 150.00 | \$ 3,000 | \$ 1,600 | |
| 174 | 50128 School Tuitions/Books | \$ 578.25 | \$ 8,000 | \$ 15,900 | |
| 175 | 50129 Workshops/Webinars | \$ 398.00 | \$ 4,000 | \$ 4,000 | |
| 176 | Total Employee Training & Seminars | \$ 10,951.58 | \$ 31,000 | \$ 41,500 | |
| 177 | Insurance - Employee's | | | | |
| 178 | 50105 457 Employee Pension Plan | \$ 1,253.45 | \$ 11,500 | \$ 17,500 | |
| 179 | 50106 Admin Fee | \$ 138.17 | \$ 250 | \$ 500 | |
| 180 | 50107 Dental Insurance | \$ 3,277.20 | \$ 7,700 | \$ 16,000 | |
| 181 | 50108 Disability Insurance | \$ 690.31 | \$ 1,000 | \$ 1,000 | |
| 182 | 50109 Flex Benefit Plan | \$ 34,307.21 | \$ 23,500 | \$ 25,000 | |
| 183 | 50110 Health Insurance | \$ 38,038.35 | \$ 100,000 | \$ 90,000 | Family 6 months/single 12 months |
| 184 | 50111 Accident Insurance | \$ 1,295.92 | \$ 3,500 | \$ 5,500 | |
| 185 | 50112 Vision Insurance | \$ 506.49 | \$ 800 | \$ 1,500 | |
| 186 | Total Insurance - Employee's | \$ 79,507.10 | \$ 148,250 | \$ 157,000 | |
| 187 | Total Human Resources/Risk Management | \$ 1,602,389.66 | \$ 1,797,750 | \$ 2,026,500 | |
| 188 | Janitorial Supplies | | | | |
| 189 | 50264 Park/Grounds | \$ - | \$ 1,000 | \$ 5,000 | |

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News Release Information

24-681-SAN
Wednesday, April 10, 2024

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Bl.SinfoSF@bls.gov
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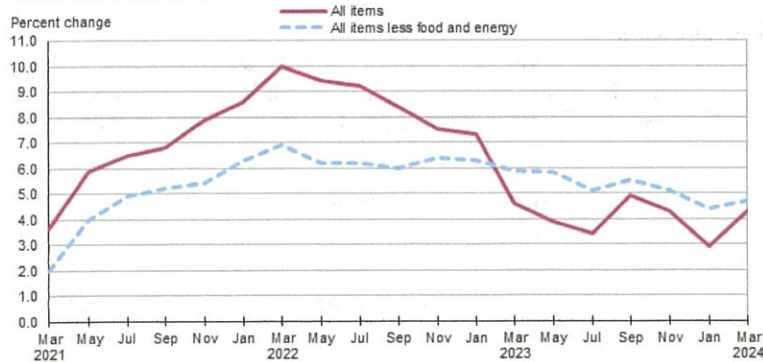
Consumer Price Index, Riverside Area — March 2024

Area prices were up 1.4 percent over the past two months, up 4.3 percent from a year ago

Prices in the Riverside area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), advanced 1.4 percent for the two months ending in March 2024, the U.S. Bureau of Labor Statistics reported today. (See [table A.](#)) Regional Commissioner Chris Rosenlund noted that the March increase was influenced by higher prices for gasoline and shelter. (Data in this report are not seasonally adjusted. Accordingly, bi-monthly changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U advanced 4.3 percent. (See [chart 1](#) and [table A.](#)) Food prices rose 2.6 percent. Energy prices advanced 3.1 percent, largely the result of an increase in the price of electricity. The index for all items less food and energy rose 4.7 percent over the year. (See [table 1.](#))

Chart 1. Over-the-year percent change in CPI-U, Riverside-San Bernardino-Ontario, CA, March 2021–March 2024



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

Food

Food prices increased 0.4 percent for the two months ending in March. (See [table 1.](#)) Prices for food at home decreased 0.7 percent, led by lower prices for fruits and vegetables (-4.7 percent) and cereals and bakery products (-1.2 percent). Prices for food away from home rose 1.7 percent for the same period.

Over the year, food prices rose 2.6 percent. Prices for food at home declined 0.1 percent since a year ago, led by lower prices for fruits and vegetables (-4.4 percent). Prices for food away from home increased 6.6 percent.

Energy

The energy index rose 6.1 percent for the two months ending in March. The increase was mainly due to higher prices for gasoline (8.8 percent). Prices for electricity rose 3.2 percent, and prices for natural gas service advanced 0.6 percent for the same period.

Energy prices advanced 3.1 percent over the year, largely due to higher prices for electricity (10.0 percent). Prices paid for gasoline advanced 1.3 percent, while prices for natural gas service decreased 4.3 percent during the past year.

All items less food and energy

The index for all items less food and energy increased 1.1 percent in the latest two-month period. Higher prices for new and used motor vehicles (2.3 percent) and shelter (0.9 percent) were partially offset by lower prices for other goods and services (-6.8 percent).

Over the year, the index for all items less food and energy rose 4.7 percent. Components contributing to the increase included shelter (7.4 percent) and medical care (5.5 percent). Partly offsetting the increases were price decreases in household furnishings and operations (-4.4 percent) and new and used motor vehicles (-3.4 percent).

Table A. Riverside-San Bernardino-Ontario, CA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted

| Month | 2020 | | 2021 | | 2022 | | 2023 | | 2024 | |
|-----------|---------|----------|---------|----------|---------|----------|---------|----------|---------|----------|
| | 2-month | 12-month | 2-month | 12-month | 2-month | 12-month | 2-month | 12-month | 2-month | 12-month |
| January | 0.5 | 3.0 | 0.9 | 2.2 | 1.5 | 8.6 | 1.3 | 7.3 | 0.0 | 2.9 |
| March | 0.0 | 2.3 | 1.3 | 3.6 | 2.7 | 10.0 | 0.0 | 4.6 | 1.4 | 4.3 |
| May | -0.2 | 0.9 | 2.0 | 5.9 | 1.4 | 9.4 | 0.8 | 3.9 | | |
| July | 0.7 | 1.7 | 1.3 | 6.5 | 1.1 | 9.2 | 0.6 | 3.4 | | |
| September | 0.5 | 1.7 | 0.8 | 6.8 | 0.0 | 8.4 | 1.4 | 4.9 | | |
| November | 0.4 | 1.9 | 1.4 | 7.9 | 0.6 | 7.5 | 0.0 | 4.3 | | |

The May 2024 Consumer Price Index for the Riverside area is scheduled to be released on June 12, 2024.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total U.S. population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers approximately 29 percent of the total U.S. population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments—department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date; for most of the CPI-U the reference base is 1982-84 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the CPI section of the BLS Handbook of Methods available on the internet at www.bls.gov/opub/hom/cpi/.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The Riverside-San Bernardino-Ontario, CA metropolitan area includes Riverside and San Bernardino Counties in California.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods

Riverside-San Bernardino-Ontario (December 2017=100 unless otherwise noted)

| Item and Group | Indexes | | | | Percent change from- | | |
|--|-----------------|-----------|-----------|-----------|----------------------|-----------|-----------|
| | Historical data | Jan. 2024 | Feb. 2024 | Mar. 2024 | Mar. 2023 | Jan. 2024 | Feb. 2024 |
| Expenditure category | | | | | | | |
| All items | | 131.358 | - | 133.144 | 4.3 | 1.4 | - |
| Food and beverages | | 134.015 | - | 134.572 | 2.5 | 0.4 | - |
| Food | | 135.262 | - | 135.797 | 2.6 | 0.4 | - |
| Food at home | | 131.852 | 131.947 | 130.972 | -0.1 | -0.7 | -0.7 |
| Cereals and bakery products | | 153.524 | 150.044 | 151.710 | 1.8 | -1.2 | 1.1 |
| Meats, poultry, fish, and eggs | | 132.855 | 134.170 | 133.675 | -0.2 | 0.6 | -0.4 |
| Dairy and related products | | 112.795 | 114.857 | 110.810 | -1.8 | -1.8 | -3.5 |
| Fruits and vegetables | | 132.556 | 130.198 | 126.355 | -4.4 | -4.7 | -3.0 |
| Nonalcoholic beverages and beverage materials | | 130.411 | 133.867 | 135.187 | 4.1 | 3.7 | 1.0 |
| Other food at home | | 126.411 | 126.647 | 125.873 | -0.1 | -0.4 | -0.6 |
| Food away from home | | 140.638 | - | 143.003 | 6.6 | 1.7 | - |
| Alcoholic beverages | | 110.907 | - | 111.830 | 0.3 | 0.8 | - |
| Footnotes | | | | | | | |
| (1) Special index based on a substantially smaller sample. | | | | | | | |
| - Data not available | | | | | | | |
| NOTE: Index applies to a month as a whole, not to any specific date. | | | | | | | |

| Item and Group | Indexes | | | | Percent change from- | | |
|--|-----------------|-----------|-----------|-----------|----------------------|-----------|-----------|
| | Historical data | Jan. 2024 | Feb. 2024 | Mar. 2024 | Mar. 2023 | Jan. 2024 | Feb. 2024 |
| Housing | | 138.264 | - | 139.682 | 5.9 | 1.0 | - |
| Shelter | | 137.790 | 138.712 | 139.058 | 7.4 | 0.9 | 0.2 |
| Rent of primary residence | | 142.915 | 143.368 | 143.807 | 5.9 | 0.6 | 0.3 |
| Owners' equiv. rent of residences | | 137.195 | 137.954 | 138.189 | 8.1 | 0.7 | 0.2 |
| Owners' equiv. rent of primary residence | | 137.195 | 137.954 | 138.189 | 8.1 | 0.7 | 0.2 |
| Fuels and utilities | | 161.457 | - | 165.092 | 6.5 | 2.3 | - |
| Household energy | | 173.440 | 174.438 | 178.023 | 6.5 | 2.6 | 2.1 |
| Energy services | | 174.859 | 175.970 | 179.606 | 6.8 | 2.7 | 2.1 |
| Electricity | | 183.343 | 183.679 | 189.156 | 10.0 | 3.2 | 3.0 |
| Utility (piped) gas service | | 149.174 | 153.301 | 150.015 | -4.3 | 0.6 | -2.1 |
| Household furnishings and operations | | 117.771 | - | 118.505 | -4.4 | 0.6 | - |
| Apparel | | 112.057 | - | 113.242 | -0.4 | 1.1 | - |
| Transportation | | 132.350 | - | 139.741 | 4.6 | 5.6 | - |
| Private transportation | | 133.887 | - | 142.395 | 4.7 | 6.4 | - |
| New and used motor vehicles | | 113.428 | - | 115.982 | -3.4 | 2.3 | - |
| New vehicles | | 114.021 | - | 114.308 | -2.5 | 0.3 | - |
| Used cars and trucks | | 130.458 | - | 131.768 | -2.6 | 1.0 | - |
| Motor fuel | | 147.254 | 153.203 | 159.812 | 1.0 | 8.5 | 4.3 |
| Gasoline (all types) | | 147.146 | 153.039 | 160.072 | 1.3 | 8.8 | 4.6 |
| Gasoline, unleaded regular ⁽¹⁾ | | 147.450 | 153.515 | 160.667 | 1.3 | 9.0 | 4.7 |
| Gasoline, unleaded midgrade ⁽¹⁾ | | 147.899 | 153.591 | 160.426 | 1.2 | 8.5 | 4.5 |
| Gasoline, unleaded premium ⁽¹⁾ | | 145.207 | 150.463 | 157.043 | 1.3 | 8.2 | 4.4 |
| Medical care | | - | - | 127.704 | 5.5 | - | - |
| Recreation | | 112.709 | - | 113.724 | 3.3 | 0.9 | - |
| Education and communication | | 110.436 | - | 110.562 | 0.5 | 0.1 | - |
| Tuition, other school fees, and child care | | 129.012 | - | 129.119 | 2.8 | 0.1 | - |
| Other goods and services | | 134.621 | - | 125.499 | 3.5 | -6.8 | - |
| Commodity and service group | | | | | | | |
| All items | | 131.358 | - | 133.144 | 4.3 | 1.4 | - |
| Commodities | | 124.772 | - | 126.329 | 0.1 | 1.2 | - |
| Commodities less food & beverages | | 119.884 | - | 122.070 | -1.1 | 1.8 | - |
| Nondurables less food & beverages | | 127.475 | - | 131.823 | 1.8 | 3.4 | - |
| Durables | | 112.000 | - | 111.816 | -4.4 | -0.2 | - |
| Services | | 136.084 | - | 138.023 | 7.1 | 1.4 | - |
| Special aggregate indexes | | | | | | | |
| All items less medical care | | 131.753 | - | 133.537 | 4.2 | 1.4 | - |
| All items less shelter | | 128.044 | - | 130.101 | 2.5 | 1.6 | - |
| Commodities less food | | 119.568 | - | 121.711 | -1.1 | 1.8 | - |
| Nondurables | | 130.860 | - | 133.150 | 2.1 | 1.7 | - |
| Nondurables less food | | 126.544 | - | 130.679 | 1.7 | 3.3 | - |
| Services less rent of shelter | | 133.350 | - | 136.099 | 6.4 | 2.1 | - |
| Services less medical care services | | 136.896 | - | 138.922 | 7.4 | 1.5 | - |
| Energy | | 157.673 | 161.772 | 167.262 | 3.1 | 6.1 | 3.4 |
| All items less energy | | 128.988 | - | 130.228 | 4.3 | 1.0 | - |
| All items less food and energy | | 128.003 | - | 129.366 | 4.7 | 1.1 | - |
| Footnotes | | | | | | | |
| (1) Special index based on a substantially smaller sample. | | | | | | | |
| - Data not available | | | | | | | |
| NOTE: Index applies to a month as a whole, not to any specific date. | | | | | | | |

Last Modified Date: Wednesday, April 10, 2024



Staff Report

Agenda Item No. **7.6**

To: Board of Directors

From: Deidre Chatigny, Human Resources Administrator/Clerk of the Board

Via: Mickey Valdivia, General Manager

Date: June 12, 2024

Subject: Approval to Create and Award an RFP for Landscape Maintenance Contract

Background and Analysis:

The Beaumont-Cherry Valley Recreation and Park District owns and maintains several different properties that require constant landscape maintenance. The services required include maintaining all landscaping, maintaining and repairing irrigation systems, cleaning the parking lots, fertilizing and cutting grass, applying chemicals, removing debris, trimming trees, controlling weeds, cleaning exterior facilities, and performing other landscaping duties.

Staff is requesting Board approval to create a Request for Proposal (RFP) to allow outside vendors the opportunity to submit bids to perform the necessary services for the District. The RFP will include a scope of work for Noble Creek Regional Park, Bogart Regional Park, Cherry Valley Grange Hall, and possibly Summerwind Park and 4th Street Park (if an agreement is reached with the City of Calimesa). The RFP will include all labor, materials, tools, and services required to provide full professional landscape maintenance on properties owned and/or operated by BCVRPD.

The contractor will perform scheduled routine maintenance and weekly property inspections. Assistant Maintenance Superintendent, Aaron Morris and Special Projects Associates Jim Tickemyer and Tom Lara have been working diligently to create a scope of work for the RFP and with the Board's approval, will start requesting bids for the services. The services provided as part of the contract will replace those lost by maintenance positions that were vacated and not backfilled. The estimated cost of the contract for BCVRPD properties is not expected to exceed \$180,000.

The contract will be awarded to the lowest bidder. If all submitted bids exceed the total estimated cost, it will be brought back to the Board for approval.

Fiscal Impact:

The impact will be to the Bogart Landscape Services Account, #50184, and the Contract Services Landscaping Service Account #50176 in the amount awarded by the District as the result of a bidding process. The current amounts budgeted in those accounts for FY 24/25 are \$35,000 and \$50,000 respectively. The estimated cost for the RFP is not to exceed \$180,000. The services in the agreement with the City of Calimesa are not to exceed \$55,000. In total with District properties and City of Calimesa facilities, the RFP has an expected amount not to exceed \$235,000.

Recommendations:

Staff recommends that the Board approve the creation of an RFP for a Landscape Maintenance Contract so that the District can request proposals and award a contract to a landscaping vendor. Considering that the next Board meeting is in August, Staff would like to request the authority to award the contract and report to the Board at the next meeting. The contract will be awarded to the

lowest bidder. If all submitted bids exceed the total estimated amount of \$235,000, it will be brought back to the Board for approval.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Deidre Chatigny', written in a cursive style.

Deidre Chatigny
Human Resources Administrator/Clerk of the Board



BEAUMONT – CHERRY VALLEY
RECREATION AND PARK DISTRICT
Creating Opportunities for a Healthy Community



**Beaumont-Cherry Valley
Recreation and Park District**
390 W. Oak Valley Parkway
Beaumont, CA. 92223

Phone: (951) 845-9555
Email: aaron@bcvparks.com

Request for Proposal: Landscape and Maintenance
Date: (), 2024

SCOPE OF WORK:

Work includes, but is not limited to, providing all labor, materials, equipment, tools and services required to provide full professional landscape maintenance on properties owned or operated by the Beaumont-Cherry Valley Recreation & Park District at the following locations:

1. Noble Creek Regional Park (Exhibit 1)
650 W. Oak Valley Parkway
Beaumont, CA. 92223
2. Bogart Regional Park (Exhibit 2A/2B)
9600 International Rd.
Cherry Valley, CA. 92223
3. Cherry Valley Grange Hall Community Center (Exhibit 3)
10478 Beaumont Ave.
Cherry Valley CA, 92223
4. Summerwind Park (Calimesa/Exhibit 4)
1000 Engleman Dr.
Calimesa CA, 92320
5. Fourth Street Community Park (Calimesa/Exhibit 5)
960 4th St
Calimesa CA, 92320

***Each contractor, vendor or bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services presented in the scope of work. Maintenance of plant materials shall include de-weeding, pruning, fertilizing and cleanup. The contractor is responsible for providing adequate equipment and staff to perform the services specified under the contract.**

In general, the work includes:

- Maintenance of all Landscaping
- Maintenance and Repair of all Irrigation Systems
- Parking Lot Cleaning
- Fertilization
- Chemical Applications
- Debris Removal
- Weed Control
- Tree Trimming up to 18 ft.
- Bush and Hedge Trimming up to 7ft.
- Exterior Facility Cleanliness

FACILITY MAINTENANCE EXPECTATIONS

1. Contractor/Vendor will communicate any scheduled routine maintenance issues and will provide the Maintenance Supervisor with the locations of all areas that will be in that given time frame.
2. Contractor/Vendor will perform weekly property inspections to check for areas that need repair, renovation, pesticide applications, excess watering and or fertilization. This includes District scheduled Events, District Athletic Events and Emergency Events such as Fire Camp.
3. The Maintenance Supervisor or District Staff will inspect the work of the Contractor/Vendor during or following the completed services to determine that the quality of work has been met.

FREQUENCY OF WORK

1. Vendors shall complete scheduled services weekly on (Day/Days Requested by District). It is the vendor's responsibility to inform the Maintenance Supervisor if service days need to be rescheduled.
2. The frequency may change due to larger events scheduled at each facility where more than one day may be scheduled in advance with the vendor.
3. The frequency of some duties may change depending on the season and time of the year. This could include mowing, tree trimming, hedging, and other landscaping duties. (Refer to the Calendar exhibit provided in the scope of work.)
4. The frequency in which the vendor is scheduled may change depending on the season and time of the year. This may also come at the Park District's request.

SCOPE OF WORK SPECIFICATIONS:

GENERAL MAINTENANCE

1. Vendor shall provide sufficient labor and materials needed to perform landscape maintenance duties as specified herein.
2. Remove leaves, litter and weeds in landscape areas, parking lots and pathways.

3. Hose off, blow off, or sweep mentioned areas after completion of trimming, edging and de-weeding activities.
4. The vendor will inspect all landscape areas weekly for pest and disease problems. Control by an approved method - whether chemical or mechanical - conforming to all safety rules and regulations regarding the use of pesticides and chemicals and as stated herein.
5. Perform weekly inspections of surface drain systems. Remove overgrowth and collect debris from benches, bleachers and drainage areas when noted.
6. Field employees will wear reflective, high-visibility identifiable uniforms, safety vests or shirts which clearly display a company name or logo.
7. A qualified supervisor, able to communicate in English, shall be assigned to the job sites and shall be available to meet with the District's representative upon request.

TURF MAINTENANCE

1. Maintain all turf areas in a clean and tight appearance by mowing, de-weeding, raking, blowing, and performing other necessary operations including pest control.
2. Eliminate broadleaf and grassy weeds as they appear by using either manual or turf-safe chemical methods.
3. Fertilization of turf will occur 3 times per year (as recommended by the label). One application should include "weed and feed" blend.
4. Fill in and level any low spots, potholes, or tripping hazards present in the turf with a divot mix provided by the Park District.
5. Report damaged, dry, compacted or tattered areas in the turf to the Maintenance Supervisor immediately upon discovery.

HEDGE, SHRUB AND GROUND COVER MAINTENANCE

1. Trim and prune all shrubs to maintain a clean and tight appearance.
2. Trim and edge as necessary to restrict growth from encroaching on walkways and other adjacent areas.
3. Trim and maintain perimeter hedges at a height no greater than seven feet.
4. Irrigate as necessary to maintain proper growth and healthy appearance.
5. Maintain shrubs and ground cover areas in a weed-free condition using either a manual or chemical method. Vendor fertilization of shrubs will occur 2 times per year (as recommended by the label).
6. Cultivate and rake clean bare areas, "DG" areas, planter beds and rock beds.

7. Report any replacements or materials needed to the Maintenance Supervisor.

TREE MAINTENANCE

1. Relief pruning of trees to eighteen feet as needed to maintain a natural appearance without compromising the tree's canopy, using natural pruning techniques, unless otherwise specified by the Park District. Any hanging tree limbs over eighteen feet will be maintained by the Beaumont-Cherry Valley Recreation & Park District.
2. Remove competing branches and damaged limbs where visible stress is present and can potentially break or split. Tree removal and full branch removal shall be included up to eighteen feet.
3. Check and adjust tree stakes and ties regularly. Replacement trees and parts shall be purchased and provided by the Park District and installed by the Contractor/Vendor. Any damaged trees or posts must be reported to the Maintenance Supervisor prior to replacement or repair.
4. Any foliage, limbs, or brush created from the trimming or cleanup of trees must be removed from the property by the Contractor/Vendor. Limbs with a diameter of six inches or greater must be cut into two-foot-long logs and left for the Park District to harvest.

IRRIGATION MAINTENANCE

1. Irrigation systems shall be maintained in an operable condition. Irrigation systems shall be checked for efficient operation weekly. This includes any repairs after the valve. Any repairs made need to be reported to the Maintenance Supervisor.
2. The Maintenance Supervisor will provide credentials to the Park District's Hydropoint WeatherTrak system for Noble Creek Park and Bogart Regional Park. This will grant the Contractor/Vendor limited access by disabling any programming and will only allow them to manually operate the irrigation system remotely from their mobile devices. Seasonal adjustments and programming will be made by the Maintenance Supervisor for Noble Regional Park and Bogart Regional Park.
3. All other irrigation controllers shall be maintained in accordance with the manufacturer's recommendations. Inspect controllers on a weekly basis for proper timing operation and scheduling, or as required by weather conditions and to minimize "runoff".
4. Maintain sprinkler heads in working order, which shall include adjustment for proper coverage and adjustment for height and angle of risers to accommodate plant growth. Replacement of any heads due to normal wear and tear is covered as part of the normal scope maintenance.
5. Irrigation boxes must be cleaned out to prevent any damage to the valves or wiring. This includes reporting any broken boxes or lids to the Maintenance Supervisor to expedite replacement.
6. Irrigation problems due to vandalism, poor coverage, broken mainlines, valves issues, severed wires, damaged solenoids and controllers' units shall be reported to the Maintenance Supervisor immediately. The cost of labor to repair irrigation problems will be billed as extra, after approval by the Park District. All parts will be purchased and provided by the Park District.

7. Any replacement of irrigation sprinkler heads, valves, or drip emitters must be approved by the Maintenance Supervisor. Only commercial Rainbird products are to be used when replacing sprinkler heads, valves, or drip emitters. The use of any other brand such as Toro, Orbit, or Hunter shall not be installed by the Contractor/Vendor.
8. Any unfinished work will be temporarily covered and left in a safe condition by the Contractor/Vendor, clearly and appropriately marked.

PEST CONTROL

1. Treat shrubs, roses and ground cover as needed with a pesticide utilizing appropriate methods of control.
2. Treat mollusks, such as snails, sow or pill bugs as needed utilizing appropriate methods of control.
3. Treat turf with a broadleaf pre-emergent mix as recommended by the label to reduce the number of weeds present within the turf.
4. Treat ground squirrels, gophers, and any weed abatement accordingly. The Maintenance Supervisor must approve any pesticide use before each service and the vendor will report how much pesticide was used and what it was used for to the Maintenance Supervisor weekly.
5. The use of Restricted Materials is strictly prohibited by contracted services unless the vendor is registered and licensed with the Department of Pesticide Regulations (DPR). Any pesticides used shall be reported to DPR or the County Agricultural Commissioner of San Jacinto and a copy of each use report must be attached to the invoice after the pesticide application has been completed.

BASEBALL FIELD MAINTENANCE (SUMMERWIND PARK)

1. Infield lips must be raked out and edged to maintain a clean appearance as well as a flush transition from the infield to the outfield.
2. Hose off, blow off, sweep or rake out dugouts, bleachers and the infield fence line after the completion of trimming, edging and de-weeding activities.
3. Remove trash or litter present within the infield area.

PARKING LOTS, WALKWAYS AND PLAYGROUND AREAS

1. All parking lots and playgrounds are to be cleaned and de-weeded. This includes removing any trash, weed, hazardous materials and washing down any stains when present.
2. Playground areas need the displaced wood mulch raked back into place underneath swings, slides, climber bars and any other platforms or transitions where the material has been displaced.
3. Any damage to parking stalls, concrete platforms or playground equipment needs to be reported to the Maintenance Supervisor immediately.

PURPOSE AND KEY OBJECTIVE:

The intent is to maintain a pristine and safe appearance of the properties determined by the Maintenance Supervisor, to the Park District's satisfaction and standards.

CODES AND STANDARDS:

The contractor shall be responsible for complying with all regulations of local, state, and federal agencies having authority over any portion of the work to be performed under this contract. The contractor, at a minimum, shall meet or exceed the applicable requirements of the latest revisions of the codes and specifications published by the following organizations:

| | |
|-------------|------------------------------------|
| DOT | DEPARTMENT OF TRANSPORTION |
| EPA | ENVIRONMENTAL PROTECTION AGENCY |
| OSHA | OCCUPATIONAL SAFETY AND HEALTH ACT |
| DOL | DEPARTMENT OF LABOR |
| CLSB | CONTRACTORS STATE LICENSE BOARD |

All normal work for this contract shall be performed between 6:00a.m. and 4:00p.m. Monday through Friday. Any exceptions will require the written approval of the Maintenance Supervisor.

The contractor shall inspect landscaped areas for indications of pest problems and advise the Maintenance Supervisor of such problems.

The Maintenance Supervisor may request additional information, samples, or presentations in support of proposals. Additionally, the Maintenance Supervisor may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

Due to special events on district property, some areas may be inaccessible during certain seasons. In these situations, no billing will occur for that scheduled service unless the Maintenance Supervisor has approved and rescheduled the services to another day within the same week.

PROPERTY JOB WALK:

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the property and fully understand the conditions that may affect the work proposed. Failure to inspect the sites in no way relieves the successful contractor from the necessity of furnishing materials or performing any labor necessary for the satisfactory completion of the work.

Property tour dates and times will be established by the Park District. All bidders are invited to tour the property at that time. Each bidder will be allowed to ask questions and will be provided with property information. Inquiries for specific information will not be entertained prior to the job walk.

TERMS AND CONDITIONS:

The term of this agreement shall be twelve (12) months.

PAYMENT

The contractor shall commence work upon the issuance of a signed contract and verification of insurance requirements naming the Beaumont-Cherry Valley Recreation & Park District as additional insured.

- Each billing must be accompanied by a progress report for the work completed including any extra services applied and pesticides used.
- The successful vendor will supply the Park District with an invoice for services.
- No invoice will be processed for payment until the Maintenance Supervisor has approved the progress report and accompanying invoice.
- The Park District will make payments based on a negotiated payment schedule.

All invoices should be directed to:

Beaumont-Cherry Valley Recreation & Park District
Attn: Accounts Payable
390 W. Oak Valley Parkway
Beaumont, Ca. 92223

Insurance Requirements

The vendor, at its sole cost and expense, shall provide proof of insurance upon execution of this agreement by submitting a Certificate of Liability Insurance to Beaumont-Cherry Valley Recreation & Park District. At a minimum, the vendor shall provide and maintain the following coverage and limits and identify BCVRPD as an additional insured on such Certificate:

Worker's Compensation Insurance:

If the contractor has employees as defined by the State of California, the contractor shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. The policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the DISTRICT and the County of Riverside.

Commercial General Liability Insurance:

The vendor shall provide and maintain Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000.00 per occurrence and/or aggregate combined single limit.

Automobile Liability Insurance:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, the contractor shall maintain Liability Insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per accident for bodily injury and property damage.

Requirements:

Providing and maintaining adequate insurance coverage is a material obligation of the vendor and is of this agreement's essence. All such insurance shall comply with the laws of the State of California. Insurance shall be obtained from companies authorized to provide such coverage and authorized by the Commissioner of Insurance to do business in California. The vendor shall always comply with the terms of such insurance policy(s) and all requirements of the insurer under such insurance policy(s), except as they may conflict with the laws of California or this agreement. The prescribed limits of coverage within each insurance policy(s) maintained by the vendor shall not be interpreted as limiting the vendor's liability and contractual obligations under this agreement.

TERMINATION

If either party wishes to cancel this agreement for services, written notice thirty (30) days in advance will be required of either party.

RFP TIMELINE:

Requests for Proposals released:

Property Job Walk:

Proposals Due:

Award Contract:

Project Plan commences:

PROPOSAL OUTLINE AND EVALUATION:

A. Evaluation Procedure: Proposals received that conform to the proposal instructions and are deemed responsive will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews/presentations may be requested prior to the final selection of one firm.

B. Evaluation Criteria: This section describes the criteria used in the evaluation of the proposals submitted.

1. Demonstration of understanding project objectives

2. Project experience

*Please give a list of references exhibiting previous experience in similar projects

3. Projected cost of proposed work plan/approach

PROPOSAL ACCEPTANCE SIGNATURE SHEET

(Please type or print clearly in ink only)

****TO BE COMPLETED BY THE BIDDER AND SUBMITTED WITH PROPOSAL****

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in the RFP. My signature also certifies that the attached proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as Representative for the Firm:




Complete Legal Name of Firm: _____
Remit to Address: _____
Telephone No.: _____
Facsimile: _____
Fed ID No.: _____
Contractors C-27 License No.: _____

Signature: _____
Name (type/print): _____
Title: _____
Cellular: _____
Email: _____
Date: _____

To receive consideration for award, this *Signature Sheet* must be returned to the Beaumont-Cherry Valley Recreation & Park District, attached to the proposal as it shall be part of your response.

Exhibit 1: Noble Creek Regional Park

Address: 650 W. Oak Valley Parkway Beaumont CA, 92223

In Scope:   

Out of Scope:



Exhibit 2A: Bogart Regional Park (Day Use Meadow)

Address: 9600 International Pak Rd. Cherry Valley CA, 92223



Exhibit 2B: Bogart Regional Park (Day Use Meadow/Pond Area)

Address: 9600 International Pak Rd. Cherry Valley CA, 92223



Exhibit 3: Cherry Valley Grange Hall Community Center

Address: 10478 Beaumont Ave. Cherry Valley CA, 92223


In Scope:  

Out of Scope: 



Exhibit 4: Summerwind Park (Calimesa)

Address: 1000 Engleman Dr. Calimesa CA, 92320

In Scope: 
Out of Scope: 

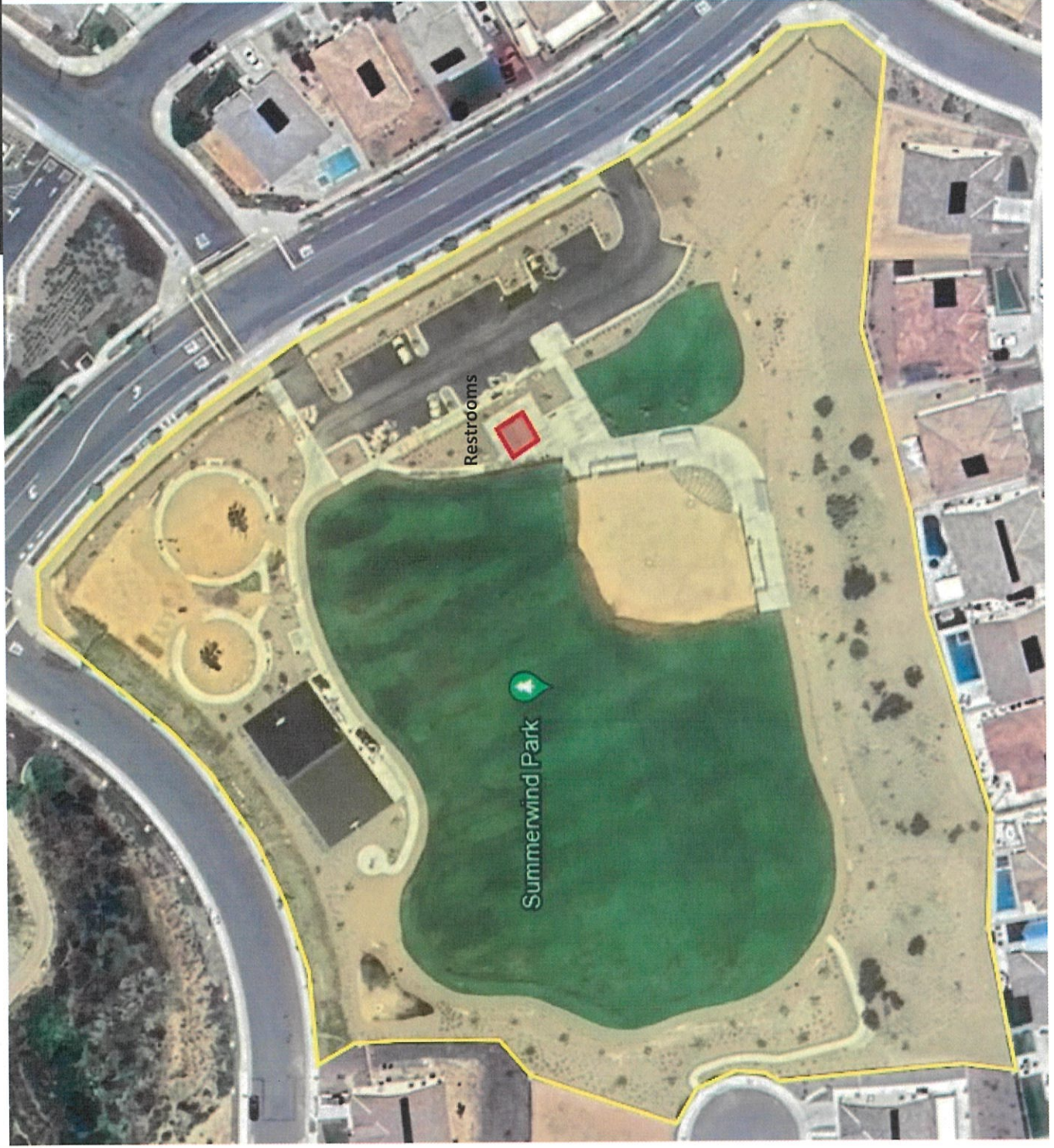




Exhibit 5: 4th Street Park (Calimesa)

Address: 960 4th St. Community Park Calimesa CA, 92320

In Scope: 
Out of Scope: 





Department Report

Agenda Item No. **8.1**

To: Chairman and Board of Directors

From: Nancy Law, Executive Assistant

Date: June 12, 2024

Subject: May 2024 Department Updates

Report:

Athletic Facilities Coordinator, Noah Valdivia:

- Construction on the outdoor façade at the Grange Hall will begin before July 1st.
- The Beaumont Youth Baseball/Softball seasons have ended and we will travel ball tournaments will be in full swing beginning in June.
- The baseball/softball clinics planned for this summer have been canceled due to a lack of sign-ups. We will reevaluate and potentially offer a modified version this fall.

Activities Coordinator, Ryann Flores:

- The Fishing Derby took place on the rescheduled dates last weekend at Bogart Park and was a great success.
- Our two summer Movie Nights are coming up, the first one is Friday, June 21st and we will be showing the Pixar movie, Elemental in the Meadow at Noble Creek.

Assistant Maintenance Superintendent, Aaron Morris:

- Concrete, fencing, ADA striping, parking lot installations, and tree trimming were all completed or in progress before the Cherry Festival.
- Post-Cherry Festival rehabilitation of the fields began on Tuesday - Fields 2 and 3 have been sand graded and we will continue to make improvements.
- Catfish were delivered to Bogart Park on June 6th in preparation for the Fishing Derby.

Human Resources Administrator/Clerk of the Board, Deidre Chatigny:

- As of today, (72%) of the staff and (100%) of the Board have completed AB 1825 Sexual Harassment Avoidance Training.
- The District has 33 employees. Personnel changes include:
 - o New/Pending Hires:
 - Zachary Wilson – Special Projects Associate
 - o Resignations/Terminations:
 - Karlee Solomon
- It has been 865 days since our last employee accident.
- Congratulations to our employees who have graduated or earned new certifications:
 - o Aaron Morris – GE Breadth Certificate of Achievement, Environmental Horticulture A.S. Degree, Environmental Horticulture Certificate of Achievement, Plant Science A.S. Degree
 - o Maricella Wright – B.A. in History, with a minor in Anthropology – Cum Laude honors
 - o Ava Valdivia – High School Graduate
 - o Matthew Garcia – High School Graduate

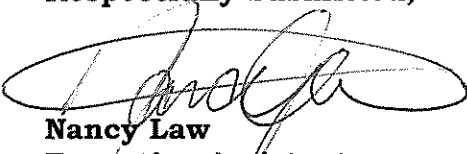
Community/Networking:

- Good Morning Beaumont Breakfast: Ryann Flores, Deidre Chatigny, Nancy Law
- Calimesa Chamber Breakfast: Noah Valdivia, Deidre Chatigny
- Banning Chamber Breakfast: Nick Hughes, Noah Valdivia
- San Gorgonio Pass Water Agency Board Meeting: Mickey Valdivia

Upcoming Events:

- Good Morning Beaumont Breakfast – Friday, June 14th
- San Gorgonio Pass Water Agency Board Meeting – Monday, June 17th, 1:30p.m.
- Juneteenth – Wednesday, June 19th (Office Closed)
- Banning Sunrise Breakfast – Wednesday, June 19th
- Movie Night – Friday, June 21st
- Calimesa Chamber Breakfast – Tuesday, July 19th

Respectfully Submitted,



Nancy Law
Executive Assistant



Finance Report

Agenda Item No. 11

- The Finance Committee met Monday, June 10th, 2024.
 - Legal Invoices were reviewed.
 - Reviewed FY 2024/2025 Budget
- Property Tax Disbursement – Report for May 2024 –
 - Secured - \$918,142.74 15% increase from last year – Total \$954,285.56 total of 4% increase from last year.
- Completed the Transfers
 - Reserve - \$50,000.00
 - Money Market - \$7,500.00
- Finance Department
 - Paid payment #2 of 3 – Election 2022 - \$42,907.66
 - Paid Qrtly loan payment of \$23,502.29
 - Paid ADA Concrete work for Cherry Festival North/West Meadow - \$35,125.00
 - Paid a Cherry Festival Gates Behind Snack Bar - \$14,730.00
 - Paid James Hughes final Severance Payment - \$16,640.00
- Vendors (new)
 - Platinum Pavers & Concrete, Inc. – Cherry Festival Concrete along field #3
 - Custom Surfaces – Meeting Room Grante
 - Advantage Unlimited Paving – ADA Striping Cherry Festival Parking Field #1

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0047
(916) 319-2047
FAX (916) 319-2147

DISTRICT OFFICE
41608 INDIAN TRAIL, SUITE D1
RANCHO MIRAGE, CA 92270
(760) 346-6342
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Assemblymember.Wallis@assembly.ca.gov
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Assembly California Legislature



GREG WALLIS

ASSEMBLYMEMBER, FORTY-SEVENTH DISTRICT

COMMITTEES
VICE CHAIR: ARTS, ENTERTAINMENT,
SPORTS, AND TOURISM
GOVERNMENTAL ORGANIZATION
JOBS, ECONOMIC DEVELOPMENT,
AND THE ECONOMY
TRANSPORTATION
UTILITIES AND ENERGY

SELECT COMMITTEES
CALIFORNIA'S LITHIUM ECONOMY
LOCAL PUBLIC SAFETY AND
EMERGENCY PREPAREDNESS
MASTER PLAN FOR HIGHER
EDUCATION IN CALIFORNIA
YOUTH HOMELESSNESS IN SAN
BERNARDINO COUNTY
JOINT COMMITTEE ON THE ARTS

April 16, 2024

Beaumont Cherry Valley Parks & Rec
390 W. Oak Valley Parkway
Beaumont, CA 92223

Dear Beaumont Cherry Valley Parks & Rec:

Thank you so much for your generous sponsorship of The Banning Chamber Installation on March 21st!

I know so many business owners in our community who are looking to create or expand their presence in Banning and add more jobs. Support like yours makes a real difference in their lives. Our businesses are the backbone of our community and your contribution ensures they can continue efforts towards the economic development of our region to keep it vibrant, and thriving.

Again, thank you for your support of this worthwhile cause. I look forward to seeing you soon, and in the meantime, if I may be of any assistance to you on state matters, please do not hesitate to contact me and my office at Assemblymember.Wallis@assembly.ca.gov or (760) 346-6342.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg Wallis".

GREG WALLIS
Assemblymember, 47th District